

ITS *Mississippi Department of Information Technology Services*

RFP No: 3623

INVITATION: Sealed proposals, subject to the attached conditions, will be received at this office until June 8, 2010 @ 3:00 p.m. Central Time for the acquisition of the products/services described below for Mississippi State Tax Commission.

Equipment Maintenance Program

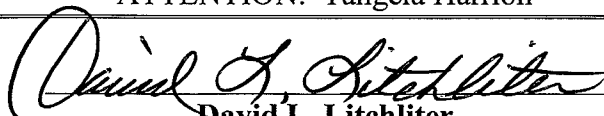
NOTE: THIS RFP CONTAINS MANDATORY REQUIREMENTS TO WHICH NO EXCEPTION MAY BE TAKEN. SEE SECTION VII, ITEM 2, FOR DETAILS.

The Vendor must submit proposals and direct inquiries to:

Tangela Harrion
Technology Consultant
Information Technology Services
Suite 508, 301 N. Lamar Street
Jackson, MS 39201-1495
(601) 359-2612
Tangela.Harrion@its.ms.gov

To prevent opening by unauthorized individuals, all copies of the proposal must be sealed in the package. The following must be clearly typed on a label affixed to the package in a clearly visible location:

PROPOSAL, SUBMITTED IN RESPONSE TO
RFP NO. 3623
due June 8, 2010 @ 3:00 p.m.,
ATTENTION: Tangela Harrion


David L. Litchliter
Executive Director, ITS

ITS RFP Response Checklist

RFP Response Checklist: These items should be included in your response to RFP 3623.

- _____ 1) One clearly marked original response and seven (7) identical copies of the complete proposal. Label the front and spine of the three-ring loose-leaf binder with the Vendor name and RFP number. Include the items listed below inside the binder. Please DO NOT include a copy of the RFP in the binder.
- _____ 2) *Submission Cover Sheet*, signed and dated. (Section I)
- _____ 3) *Proposal Bond*, if applicable (Section I)
- _____ 4) *Proposal Exception Summary*, if applicable (Section V)
- _____ 5) Vendor response to *RFP Questionnaire* (Section VI)
- _____ 6) Point-by-point response to *Technical Specifications* (Section VII)
- _____ 7) Vendor response to *Cost Information Submission* (Section VIII)
- _____ 8) *References* (Section IX)

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SECTION I
SUBMISSION COVER SHEET & CONFIGURATION SUMMARY

Provide the following information regarding the person responsible for the completion of your proposal. This person should also be the person the Mississippi Department of Information Technology Services, (ITS), should contact for questions and/or clarifications.

Name	_____	Phone #	_____
Address	_____	Fax #	_____
	_____	E-mail	_____

Subject to acceptance by ITS, the Vendor acknowledges that by submitting a proposal AND signing in the space indicated below, the Vendor is contractually obligated to comply with all items in this Request for Proposal (RFP), including the Standard Contract in Exhibit A if included herein, except those listed as exceptions on the Proposal Exception Summary Form. If no *Proposal Exception Summary Form* is included, the Vendor is indicating that he takes no exceptions. This acknowledgement also contractually obligates any and all subcontractors that may be proposed. Vendors who sign below may not later take exception to any point during contract negotiations. The Vendor further certifies that the company represented here is an authorized dealer in good standing of the products/services included in this proposal.

/_____
Original signature of Officer in Bind of Company/Date

Name (typed or
printed)

Title

Company name

Physical address

State of Incorporation

CONFIGURATION SUMMARY

The Vendor must provide a summary of the main components of products/services offered in this proposal using 100 words or less.

PROPOSAL BONDS

A Proposal Bond is not required for this procurement.

SECTION II

PROPOSAL SUBMISSION REQUIREMENTS

The objective of the Proposal Submission Requirements section is to provide Vendors with the information required to submit a response to this Request for Proposal (RFP). A Vendor who has responded to previous RFPs issued by ITS should not assume that the requirements are the same, as changes may have been made.

1. Failure to follow any instruction within this RFP may, at the State's sole discretion, result in the disqualification of the Vendor's proposal.
2. The State has no obligation to locate or acknowledge any information in the Vendor's proposal that is not presented under the appropriate outline according to these instructions and in the proper location.
3. The Vendor's proposal must be received, in writing, by the office of ITS by the date and time specified. ITS is not responsible for any delays in delivery or expenses for the development or delivery of proposals. Any proposal received after proposal opening time will be returned unopened. Any proposal received with insufficient postage will be returned unopened.
4. Proposals or alterations by fax, e-mail, or phone will not be accepted.
5. Original signatures are required on one copy of the Submission Cover Sheet and Configuration Summary, and the Vendor's original submission must be clearly identified as the original. The Vendor's original proposal must include the Proposal Bond, (if explicitly required in Section IV).
6. ITS reserves the right to reject any proposals, including those with exceptions, prior to and at any time during negotiations.
7. ITS reserves the right to waive any defect or irregularity in any proposal procedure.
8. The Vendor may intersperse their response following each RFP specification but must not otherwise alter or rekey any of the original text of this RFP. If the State determines that the Vendor has altered any language in the original RFP, the State may, in its sole discretion, disqualify the Vendor from further consideration. The RFP issued by ITS is the official version and will supersede any conflicting RFP language submitted by the Vendor.

The Vendor must conform to the following standards in the preparation of the Vendor's proposal:

- 8.1 The Vendor is required to submit one clearly marked original response and seven (7) identical copies of the complete proposal, including all sections and exhibits, in three-ring binders.

- 8.2 To prevent opening by unauthorized individuals, all copies of the proposal must be sealed in the package. A label containing the information on the RFP cover page must be clearly typed and affixed to the package in a clearly visible location.
- 8.3 Number each page of the proposal.
- 8.4 Respond to the sections and exhibits in the same order as this RFP.
- 8.5 Label and tab the responses to each section and exhibit, using the corresponding headings from the RFP.
- 8.6 If the Vendor does not agree with any item in any section, then the Vendor must list the item on the *Proposal Exception Summary Form*. (See Section V for additional instructions regarding Vendor exceptions.)
- 8.7 Occasionally, an outline point in an attachment requests information which is not applicable to the products/services proposed. If the Vendor is certain the point does not apply to the given RFP, the Vendor should respond with "NOT APPLICABLE."
- 8.8 Where an outline point asks a question or requests information, the Vendor must respond with the specific answer or information requested.
- 8.9 When an outline point/attachment is a statement provided for the Vendor's information only, the Vendor need only read that point. The Vendor acknowledges having read and accepting, or taking exception to, all sections by signing the *Submission Cover Sheet* and providing a *Proposal Exception Summary Form*.
- 8.10 Where a minimum requirement has been identified, respond by stating the item (e.g., device name/model number, guaranteed response time) proposed and how it will meet the specifications.
- 8.11 The Vendor must fully respond to each requirement within the *Technical Specifications* by fully describing the manner and degree by which the proposal meets or exceeds said requirements.
9. It is the responsibility of the Vendor to clearly identify all costs associated with any item or series of items in this RFP. The Vendor must include and complete all parts of the cost proposal in a clear and accurate manner. **Omissions, errors, misrepresentations, or inadequate details in the Vendor's cost proposal may be grounds for rejection of the Vendor's proposal. Costs that are not clearly identified will be borne by the Vendor.** The Vendor must complete the *Cost Information Submission* in this RFP, which outlines the minimum requirements for providing cost information. The Vendor should supply supporting details as described in the *Cost Information Submission*.

10. **ITS** reserves the right to request additional information or clarification of a Vendor's proposal. The Vendor's cooperation during the evaluation process in providing **ITS** staff with adequate responses to requests for clarification will be considered a factor in the evaluation of the Vendor's overall responsiveness. Lack of such cooperation or failure to provide the information in the manner required may, at the State's discretion, result in the disqualification of the Vendor's proposal.
11. Unsolicited clarifications and updates submitted after the deadline for proposals will be accepted or rejected at the sole discretion of **ITS**.
12. Unsolicited clarifications in the evaluation and selection of lowest and best proposal will be considered only if all the following conditions are met:
 - 12.1 A clarification to a proposal that includes a newly announced product line or service with equal or additional capability to be provided at or less than the proposed price will be considered.
 - 12.2 Information provided must be in effect nationally and have been formally and publicly announced through a news medium that the Vendor normally uses to convey customer information.
 - 12.3 Clarifications must be received early enough in the evaluation process to allow adequate time for re-evaluation.
 - 12.4 The Vendor must follow procedures outlined herein for submitting updates and clarifications.
 - 12.5 The Vendor must submit a statement outlining the circumstances for the clarification.
 - 12.6 The Vendor must submit one clearly marked original and seven (7) copies of the clarification.
 - 12.7 The Vendor must be specific about which part of the original proposal is being changed by the clarification (i.e., must include exact RFP reference to section and outline point).

13. **Communications with State**

From the issue date of this RFP until a Vendor is selected and the selection is announced, responding Vendors or their representatives may not communicate, either orally or in writing regarding this RFP with any statewide elected official, state officer or employee, member of the legislature or legislative employee except as noted herein. To ensure equal treatment for each responding Vendor, all questions regarding this RFP must be submitted in writing to the State's contact person for the selection process, and not later than the last date for accepting responding Vendor questions provided in this RFP. All such questions will be answered officially by the State in writing. All such questions and

answers will become addenda to this RFP, and they will be posted to the ITS web site. Vendors failing to comply with this requirement will be subject to disqualification.

- 13.1 The State's contact person for the selection process is: Tangela Harrion, Technology Consultant, 301 North Lamar Street, Ste. 508, Jackson, MS 39201, 601-359-2612, Tangela.Harrion@its.ms.gov.
- 13.2 Vendor may consult with State representatives as designated by the State's contact person identified in 13.1 above in response to State-initiated inquiries. Vendor may consult with State representatives during scheduled oral presentations and demonstrations excluding site visits.

SECTION III VENDOR INFORMATION

The objective of the Vendor Information section of this RFP is to provide Vendors with information required to respond to the RFP successfully.

1. **Interchangeable Designations**

The terms "Vendor" and "Contractor" are referenced throughout this RFP. Generally, references to the "Vendor" are used in conjunction with the proposing organization and procurement process leading up to the final RFP selection and award. The term "Contractor" denotes the role assumed, post-award, by the awarded Vendor. Additionally, the terms "State of Mississippi," "State" or "ITS" may be used interchangeably throughout this RFP to denote the political entity issuing the RFP and requesting responses from Vendors throughout these specifications. References to a specific agency, institution or other political entity represent the client or customer on whose behalf ITS is issuing the RFP.

2. **Vendor's Responsibility to Examine RFP**

Vendors must examine all documents, forms, specifications, standard provisions, and instructions.

3. **Proposal as Property of State**

All written proposal material becomes the property of the State of Mississippi.

4. **Written Amendment to RFP**

Any interpretation of an ITS RFP will be made by written amendment only. The State will not be responsible for any other explanation of this RFP. A copy of any amendment will be posted on the ITS website, together with the associated RFP specification. Vendors are required to check the ITS website periodically for RFP amendments before the proposal opening date at: http://www.its.ms.gov/rfps/rfps_awaiting.shtml.

Any and all amendments will be posted no later than noon, seven days prior to the proposal opening date listed on the cover page of this RFP. Should you be unable to access the ITS website, you may contact the ITS technology consultant listed on page one of this RFP and request a copy.

5. **Oral Communications Not Binding**

Only transactions which are in writing from ITS may be considered official. No negotiations, decisions, or actions shall be executed by any Vendor as a result of any discussions with any State employee.

6. **Vendor's Responsibility for Delivery**

Vendors must ensure, through reasonable and sufficient follow-up, proper compliance with, and fulfillment of all schedules and deliverables specified within the body of this RFP. The State will not be responsible for the failure of any delivery medium for

submission of information to or from the Vendor, including but not limited to, public and private carriers, U.S. mail, Internet Service Providers, facsimile, or e-mail.

7. **Evaluation Criteria**

The State's intent in issuing this RFP is to award a contract to the lowest and best responsive Vendor who meets specifications, considering price and other factors. The Vendor's past performance, cooperation, and ability to provide service and training are general factors that will be weighed in the selection process. More specific information concerning evaluation criteria is presented in *Technical Specifications*.

8. **Multiple Awards**

ITS reserves the right to make multiple awards.

9. **Right to Award in Whole or Part**

ITS reserves the right to approve an award by individual items or in total, whichever is deemed to be in the best interest of the State of Mississippi.

10. **Right to Use Proposals in Future Projects**

The State reserves the right to evaluate the awarded proposal from this RFP, including all products and services proposed therein, along with the resulting contractual terms, for possible use in future projects if (a) it is deemed to be in the best interest of the State to do so; and (b) the Vendor is willing to extend a cost less than or equal to that specified in the awarded proposal and resulting contract. A decision concerning the utilization of a Vendor's proposal for future projects is solely at the discretion of the State and requires the agreement of the proposing Vendor. The State's decision to reuse an awarded proposal will be based upon such criteria as: (1) the customer's business requirements; (2) elapsed time since the award of the original project; and/or (3) research on changes in the Vendor, market, and technical environments since the initial award.

11. **Price Changes During Award or Renewal Period**

A price increase will not be accepted during the award period or the renewal period, unless stipulated in the contract. However, the State will always take advantage of price decreases.

12. **Right to Request Information**

The State reserves the right to request information relative to a Vendor's references and financial status and to visit a Vendor's facilities during normal working hours. The State also reserves the right to request a current financial statement, prepared and certified by an independent auditing firm, and reserves the right to require that Vendors document their financial ability to provide the products and services proposed up to the total dollar amount of the Vendor's cost proposal. The State reserves the right to request information about the Vendor from any previous customer of the Vendor of whom the State is aware, even if that customer is not included in the Vendor's list of references.

13. Vendor Personnel

For RFPs including professional services specifications, the Vendor will be required to provide and/or certify the following for each individual included in the Vendor's proposal:

- 13.1 A direct telephone number at which the individual may be contacted for a telephone interview. The State will pay toll charges in the continental United States. The Vendor must arrange a toll-free number for all other calls.
- 13.2 That, if onsite interviews are required, the individual can be at the specified location in Mississippi within the timeframe specified. All costs associated with onsite interviews will be the responsibility of the Vendor.
- 13.3 That the individual is proficient in spoken and written English;
- 13.4 That the individual is a U.S. citizen or that the individual meets and will maintain employment eligibility requirements in compliance with all INS regulations. The Vendor must provide evidence of identification and employment eligibility prior to the award of a contract that includes any personnel who are not U. S. citizens.
- 13.5 That the personnel assigned to a project will remain a part of the project throughout the duration of the contract as long as the personnel are employed by the Vendor, unless replaced by the Vendor at the request of the State. This requirement includes the responsibility for ensuring all non-citizens maintain current INS eligibility throughout the duration of the contract.

14. Vendor Imposed Constraints

The Vendor must specifically document what limitations, if any, exist in working with any other Contractor acting in the capacity of the State's business partner, subcontractor or agent who may be managing any present or future projects; performing quality assurance; integrating the Vendor's software; and/or providing web-hosting, hardware, networking or other processing services on the State's behalf. The project relationship may be based on roles as either equal peers; supervisory – subordinate; or subordinate – supervisory, as determined by the State. The State recognizes that the Vendor may have trade secrets, intellectual property and/or business relationships that may be subject to its corporate policies or agreements. The State must understand these issues in order to decide to what degree they may impact the State's ability to conduct business for this project. These considerations will be incorporated accordingly into the proposal evaluation and selection process. The understanding reached between the Vendor and the State with regard to this business relationship precludes the Vendor from imposing any subsequent limitations of this type in future project undertakings by the State.

15. Best and Final Offer

The State reserves the right to solicit Best and Final Offers (BAFOs) from Vendors, principally in situations in which proposal costs eclipse available funding or the State believes none of the competing proposals presents a Best Value (lowest and best proposal) opportunity. Because of the time and expense incurred by both the Vendor community and the State, BAFOs are not routinely conducted. Vendors should offer their best pricing with the initial solicitation. Situations warranting solicitation of a BAFO will be considered an exceptional practice for any procurement. Vendors that remain in a competitive range within an evaluation may be requested to tender Best and Final Offers, at the sole discretion of the State. All such Vendors will be provided an equal opportunity to respond with a Best and Final Offer under a procedure to be defined by the State that encompasses the specific, refined needs of a project, as part of the BAFO solicitation. The State may re-evaluate and amend the original project specifications should it be deemed necessary in order to improve the opportunity for attaining Best Value scenarios from among the remaining competing Vendors. All BAFO proceedings will be uniformly conducted, in writing and subject to solicitation by the State and receipt from the Vendors under a precise schedule.

16. Restriction on Advertising

The Vendor must receive written approval from the State before advertising or referencing the award of the contract or the services being provided. The Vendor must agree not to refer to awards in commercial advertising in such a manner as to state or imply that the firm or its services are endorsed or preferred by the State of Mississippi.

17. Rights Reserved to Use Existing Product Contracts

The State reserves the right on turnkey projects to secure certain products from other existing ITS contracts if it is in its best interest to do so. If this option is exercised, then the awarded Vendor must be willing to integrate the acquisition and implementation of such products within the schedule and system under contract.

18. Additional Information to be Included

In addition to answering each specification within this RFP, the Vendor must include complete product/service information, including product pictorials and technical/descriptive literature relative to any product/service offered with the proposal. Information submitted must be sufficiently detailed to substantiate that the products/services offered meet or exceed specifications.

19. Valid Contract Required to Begin Work

The successful Vendor should not commence any billable work until a valid contract has been executed. Any work done by the successful Vendor prior to the execution of the contract is done at the Vendor's sole risk. The State is under no obligation to pay for work done prior to the execution of a contract.

SECTION IV LEGAL AND CONTRACTUAL INFORMATION

The objective of the *Legal and Contractual Information* section is to provide Vendors with information required to complete a contract or agreement with ITS successfully.

1. **Acknowledgment Precludes Later Exception**

By signing the *Submission Cover Sheet*, the Vendor is contractually obligated to comply with all items in this RFP, including the *Standard Contract* in Exhibit A if included herein, except those specifically listed as exceptions on the *Proposal Exception Summary Form*. If no *Proposal Exception Summary Form* is included, the Vendor is indicating that he takes no exceptions. Vendors who respond to this RFP by signing the *Submission Cover Sheet* may not later take exception to any item in the RFP during contract negotiations. This acknowledgement also contractually obligates any and all subcontractors that may be proposed. No exceptions by subcontractors or separate terms and conditions will be entertained after the fact.

2. **Failure to Respond as Prescribed**

Failure to respond as described in Section II: *Proposal Submission Requirements* to any item in the sections and exhibits of this RFP, including the *Standard Contract* attached as Exhibit A, if applicable, shall contractually obligate the Vendor to comply with that item.

3. **Contract Documents**

ITS will be responsible for all document creation and editorial control over all contractual documentation related to each procurement project. The following documents will normally be included in all contracts between ITS and the Vendor:

- 3.1 The Proposal Exception Summary Form as accepted by ITS;
- 3.2 Contracts which have been signed by the Vendor and ITS;
- 3.3 ITS' Request for Proposal, including all addenda;
- 3.4 Official written correspondence from ITS to the Vendor;
- 3.5 Official written correspondence from the Vendor to ITS when clarifying the Vendor's proposal; and
- 3.6 The Vendor's proposal response to the ITS RFP.

4. **Order of Precedence**

When a conflict arises regarding contract intent due to conflicting statements in documents included in the contract, the order of precedence of each document is as listed above unless modification of order is negotiated and agreed upon by both ITS and the awarded Vendor.

5. Additional Contract Provisions

The contract will also include such additional provisions, which are not inconsistent or incompatible with the material terms of this RFP, as may be agreed upon by the parties. All of the foregoing shall be in such form and substance as prescribed by the State.

6. Contracting Agent by Law

The Executive Director of ITS is, by law, the purchasing and contracting agent for the State of Mississippi in the negotiation and execution of all contracts for the acquisition of computer and telecommunications equipment, systems, software, and services (Section 25-53-1, et seq., of the Mississippi Code Annotated). ITS is issuing this RFP on behalf of the procuring agency or institution. ITS and the procuring agency or institution are sometimes collectively referred to within this RFP as "State."

7. Mandatory Legal Provisions

- 7.1 The State of Mississippi is self-insured; all requirements for the purchase of casualty or liability insurance are deleted.
- 7.2 Any provisions disclaiming implied warranties shall be null and void. See Mississippi Code Annotated Sections 11-7-18 and 75-2-719(4). The Vendor shall not disclaim the implied warranties of merchantability and fitness for a particular purpose.
- 7.3 The Vendor shall have no limitation on liability for claims related to the following items:
 - 7.3.1 Infringement issues;
 - 7.3.2 Bodily injury;
 - 7.3.3 Death;
 - 7.3.4 Physical damage to tangible personal and/or real property; and/or
 - 7.3.5 The intentional and willful misconduct or negligent acts of the Vendor and/or Vendor's employees or subcontractors.
- 7.4 All requirements that the State pay interest (other than in connection with lease-purchase contracts not exceeding five years) are deleted.
- 7.5 Any contract negotiated under this RFP will be governed by and construed according to the laws of the State of Mississippi. Venue for the resolution of any dispute shall be Jackson, Hinds County, Mississippi.
- 7.6 Any contract negotiated under this RFP is cancelable in the event the funding authority does not appropriate funds. Notice requirements to Vendor cannot exceed sixty (60) days.

- 7.7 The State of Mississippi does not waive its sovereign immunities or defenses as provided by law by entering into this contract with the Vendor, Vendor agents, subcontractors, or assignees.
- 7.8 The State will deliver payments to the Vendor within forty-five (45) days after receipt of invoice and receipt, inspection, and approval of Vendor's products/services. No late charges will exceed 1.5% per month on any unpaid balance from the expiration of said period until payment is delivered. See Section 31-7-305 of the Mississippi Code Annotated. Seller understands and agrees that Purchaser is exempt from the payment of taxes.
- 7.9 The State shall not pay any attorney's fees, prejudgment interest or the cost of legal action to or for the Vendor.

8. **Approved Contract**

- 8.1 Award of Contract - A contract is considered to be awarded to a proposer once the proposer's offering has been approved as lowest and best proposal through:
 - 8.1.1 Written notification made to proposers on ITS letterhead, or
 - 8.1.2 Notification posted to the ITS website for the project, or
 - 8.1.3 CP-1 authorization executed for the project, or
 - 8.1.4 The ITS Board's approval of same during an open session of the Board.
- 8.2 ITS statute specifies whether ITS Director approval or ITS Board approval is applicable for a given project, depending on the total lifecycle cost of the contract.
- 8.3 A contract is not deemed final until five (5) working days after either the award of contract or post procurement review, as stipulated in the ITS Protest Procedure and Policy. In the event of a valid protest, the State may, at its sole discretion, continue the procurement or stay the procurement in accordance with the ITS Protest Procedure and Policy. If the procurement is stayed, the contract is not deemed final until the protest is resolved.

9. **Contract Validity**

All contracts are valid only if signed by the Executive Director of ITS.

10. **Order of Contract Execution**

Vendors will be required to sign contracts and to initial all contract changes before the Executive Director of ITS signs.

11. Availability of Funds

All contracts are subject to availability of funds of the acquiring State entity and are contingent upon receipt by the awarded Vendor of a purchase order from the acquiring State entity.

12. CP-1 Requirement

All purchase orders issued for goods and services acquired from the awarded Vendor under this RFP must be encoded by the Customer agency with a CP-1 approval number assigned by ITS. This requirement does not apply to acquisitions that by policy have been delegated to State entities.

13. Requirement for Electronic Payment and Invoicing

13.1 Payments to the awarded Vendor for all goods and services acquired under this RFP by state agencies that make payments through the Statewide Automated Accounting System ("SAAS") will be made electronically, via deposit to the bank account of the Vendor's choice. The awarded Vendor must enroll and be activated in PayMode™, the State's current vehicle for sending and receiving electronic payments, prior to receiving any payments from state agencies. There is no charge for a Vendor to enroll or receive payments via PayMode. For additional information on PayMode, including registration instructions, Vendors should visit the following website: <http://portal.paymode.com/ms/>. Vendors may also request assistance from the Mississippi Management and Reporting System (MMRS) Call Center regarding PayMode registration by contacting mash@dfa.state.ms.us.

13.2 For state agencies that make payments through SAAS, the awarded Vendor is required to submit electronically all invoices for goods and services acquired under this RFP, along with appropriate supporting documentation, as directed by the State. Should the requirement for electronic invoicing be implemented during the term of the project contract, the State will work with the Vendor to determine a reasonable timeframe for initiating electronic invoicing.

13.3 Items 13.1 and 13.2 only apply to state agencies that make payments through SAAS. Payments and invoices for all other entities will conform to their standard methods of payment to contractors.

14. Time For Negotiations

14.1 All contractual issues must be successfully negotiated within fifteen (15) working days from the Vendor's initial receipt of the project contract from ITS, unless ITS consents to extend the period. Failure to complete negotiations within the stated time period constitutes grounds for rejection of the Vendor's response to this RFP. ITS may withdraw the proposal award and begin negotiations with the next ranked Vendor immediately or pursue any other option.

- 14.2 Negotiations shall be limited to items to which the Vendor has noted as exceptions on their Proposal Exception Summary Form, as well as any new items that the State may require. All contract changes requested by the Vendor related to such exceptions noted in Vendor's proposal shall be submitted three (3) working days prior to scheduled negotiations, unless ITS consents to a different period.
15. **Prime Contractor**
The selected Vendor will be designated the prime contractor in the proposal, and as such, shall be solely responsible for all products/services offered in the proposal and for the fulfillment of the contract with the State.
16. **Sole Point of Contact**
ITS will consider the selected Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.
- 16.1 The Vendor must acknowledge and agree that in matters of proposals, clarifications, negotiations, contracts and resolution of issues and/or disputes, the Vendor represents all contractors, third parties and/or subcontractors the Vendor has assembled for this project. The Vendor's commitments are binding on all such parties and consequently the State is only required to negotiate with the Vendor.
- 16.2 Furthermore, the Vendor acknowledges and agrees to pass all rights and/or services related to all general consulting, services leasing, software licensing, warranties, hardware maintenance and/or software support to the State from any contractor, third party or subcontractor without the State having to negotiate separately or individually with any such parties for these terms or conditions.
- 16.3 Should a proposing Vendor wish to assign payment of any or all charges resulting from this contract to a third party, Vendor must disclose that fact in his/her proposal, along with the third party's name, address, nature of business, and relationship to the proposing Vendor, the reason for and purpose of the assignment, and all conditions of the assignment, including but not limited to a copy of an assignment document to be executed by the State, the Vendor, and the third party. Such assignments will be accepted or rejected at the sole discretion of the State. Vendor must clearly and definitively state in his/her proposal whether the proposal is contingent upon the requested assignment of payments. Whenever any assignment of payment is requested, the proposal, contract, and assignment document must include language specifically guaranteeing that the proposing Vendor is solely and fully liable and responsible for the performance of its obligations under the subject contract. No assignment of payment will be considered at the time of purchase unless such assignment was fully disclosed in the Vendor's proposal and subsequently accepted by the State.

17. ITS Approval of Subcontractor Required

Unless provided in the contract, the Vendor shall not contract with any other party for furnishing any of the contracted work or services without the consent, guidance, and written approval of the State. ITS reserves the right of refusal and the right to request replacement of a subcontractor due to unacceptable work or conduct. This provision should not be interpreted as requiring the approval of individual contracts of employment between the Vendor and personnel assigned for services under the contract.

18. Inclusion of Subcontract Agreements

Copies of any agreements to be executed between the Vendor and any subcontractors must be included in the Vendor's proposal.

19. Negotiations with Subcontractor

In order to protect the State's interest, ITS reserves the right to attempt to resolve the contractual disagreements that may arise between the Vendor and its subcontractor after award of the contract.

20. References to Vendor to Include Subcontractor

All references in the RFP to "Vendor" shall be construed to encompass both the Vendor and its subcontractors.

21. Outstanding Vendor Obligations

21.1 Any Vendor who presently owes the State of Mississippi money pursuant to any contract for which ITS is the contracting agent and who has received written notification from ITS regarding the monies owed, must submit, with the proposal, a certified check in the amount due and owing in order for the proposal in response to this RFP to be considered. For a Vendor currently in bankruptcy as of the RFP submission date, this requirement is met, if and only if, ITS has an active petition before the appropriate bankruptcy court for recovery of the full dollar amount presently owed to the State of Mississippi by that Vendor. If the Vendor has emerged from bankruptcy by the RFP submission date, the Vendor must pay in full any amount due and owing to the State, as directed in the court-approved reorganization plan, prior to any proposal being considered.

21.2 Any Vendor who is presently in default on existing contracts for which ITS is the contracting agent, or who otherwise is delinquent in the performance of any such contracted obligations, is in the sole judgment of the State required to make arrangement for fulfilling outstanding obligations to the satisfaction of the State in order for the proposal to be considered.

21.3 The State, at its sole discretion, may reject the proposal of a Vendor with any significant outstanding financial or other obligations to the State or who is in bankruptcy at the time of proposal submission.

22. Equipment Condition

For all RFPs requiring equipment, the Vendor must furnish only new equipment in response to ITS specifications, unless an explicit requirement for used equipment is otherwise specified.

23. Delivery Intervals

The Vendor's proposal must specify, in the *Cost Information Submission* and in response to any specific instructions in the *Technical Specifications*, delivery and installation intervals after receipt of order.

24. Pricing Guarantee

The Vendor must explicitly state, in the *Cost Information Submission* and in response to any specific instructions in the *Technical Specifications*, how long the proposal will remain valid. Unless stated to the contrary in the *Technical Specifications*, pricing must be guaranteed for a minimum of ninety (90) days.

25. Shipping Charges

For all RFPs requiring shipment of any product or component, all products must be delivered FOB destination to any location within the geographic boundaries of the State with all transportation charges prepaid and included in the RFP proposal or LOC quotation. Destination is the point of use.

26. Amortization Schedule

For all RFPs requiring equipment, contracts involving the payment of interest must include an amortization schedule clearly documenting the amount of interest payable over the term of the contract.

27. Americans with Disabilities Act Compliance for Web Development and Portal Related Services

All Web and Portal development work must be designed and implemented in compliance with the Electronic and Information Technology Accessibility Standards associated with Section 508 of the Rehabilitation Act and with the Web Accessibility Initiative (WAI) of the W3C.

28. Ownership of Developed Software

28.1 When specifications require the Vendor to develop software for the State, the Vendor must acknowledge and agree that the State is the sole owner of such developed software with exclusive rights to use, alter, or distribute the software without restriction. This requirement applies to source code, object code, and documentation.

28.2 The State may be willing to grant the Vendor a nonexclusive license to use the State's software subject to devising acceptable terms and license fees. This requirement is a matter of State Law, and not negotiable.

29. Ownership of Custom Tailored Software

In installations where the Vendor's intellectual property is modified and custom-tailored to meet the needs of the State, the Vendor must offer the State an application license entitling the State to use, and/or alter the software without restriction. These requirements apply to source code, object code and documentation.

30. Terms of Software License

The Vendor acknowledges and agrees that the term of all software licenses provided to the State shall be perpetual unless stated otherwise in the Vendor's proposal.

31. The State is Licensee of Record

The Vendor must not bypass the software contracting phase of a project by licensing project software intended for State use in its company name. Upon award of a project, the Vendor must ensure that the State is properly licensed for all software that is proposed for use in a project.

32. Remote Access via Virtual Private Network

Vendor must understand that the State of Mississippi's Enterprise Security Policy mandates that all remote access to and/or from the State network must be accomplished via a Virtual Private Network (VPN). If remote access is required at any time during the life of this Agreement, Vendor and the State agree to implement/maintain a VPN for this connectivity. This required VPN must be IPSec-capable (ESP tunnel mode) and will terminate on a Cisco VPN-capable device (i.e. VPN concentrator, PIX firewall, etc.) on the State's premises. Vendor agrees that it must, at its expense, implement/maintain a compatible hardware/software solution to terminate the specified VPN on the State's premises. The parties further understand and agree that the State protocol standard and architecture are based on industry-standard security protocols and manufacturer engaged at the time of contract execution. The State reserves the right to introduce a new protocol and architecture standard and require the Vendor to comply with same, in the event the industry introduces a more secure, robust protocol to replace IPSec/ESP and/or there is a change in the manufacturer engaged.

33. Negotiating with Next-Ranked Vendor

Should the State cease doing business with any Vendor selected via this RFP process, for any reason, the State reserves the right to initiate negotiations with the next ranked Vendor.

34. Disclosure of Proposal Information

Vendors should be aware that any information in a proposal may be subject to disclosure or reproduction under the Mississippi Public Records Act of 1983, defined in Section 25-61-1 et seq. of the Mississippi Code Annotated. All disclosures of proposal information will be made in compliance with the ITS Public Records Procedures established in accordance with the Mississippi Public Records Act. The ITS Public Records Procedures are available in Section 019-010 of the ITS Procurement Handbook, on the ITS Internet site at: <http://dsitspe01.its.ms.gov/its/procman.nsf/TOC4?OpenView> or from ITS upon request.

As outlined in the Third Party Information section of the ITS Public Records Procedures, ITS will give written notice to any affected Vendor of a request to view or reproduce the Vendor's proposal or portion thereof. ITS will not, however, give such notice with respect to summary information prepared in connection with the State's review or evaluation of a Vendor's proposal, including, but not limited to, written presentations to the ITS Board or other approving bodies, and/or similar written documentation prepared for the project file. In addition, ITS will not provide third-party notice for requests for any contract executed as a result of this RFP, with the exception of information contained in contract exhibits identified and labeled as confidential during the contract negotiation process. ITS will provide third-party notice of requests for any such confidential exhibits to allow Vendor the opportunity to protect the information by court order as outlined in the ITS Public Records Procedures.

Summary information and contract terms, as defined above, become the property of ITS, who has the right to reproduce or distribute this information without notification.

Vendors should further be aware that requests for disclosure of proposal and contract information are sometimes received by ITS significantly after the proposal opening date. ITS will notify the signatory "Officer in Bind of Company" provided in Section I of this RFP for Notification of Public Records Requests in the event information is requested that your company might wish to consider protecting as a trade secret or as confidential commercial or financial information. If the "Officer in Bind of Company" should not be used for notification of public records requests, Vendor should provide the alternative contact information in response to this RFP item.

35. Risk Factors to be Assessed

The State will assess risk factors that may initially exist within a given procurement and that may develop over the course of a procurement process as facts become known. The State, at its sole discretion, may employ the following mechanisms in mitigating these risks: proposal bonding, performance bonding, progress payment plan with retainage, inclusion of liquidated damages, and withholding payment for all portions of the products/services acquired until final acceptance. The Vendor must agree to incorporate any or all of the above terms and conditions into the customer agreement.

36. Proposal Bond

The Vendor is not required to include a proposal bond with its RFP proposal.

If a proposal bond is required, the security must be in the form of a bond, irrevocable letter of credit, certified check, or cashier's check (hereinafter, "security") payable to the Mississippi State Tax Commission, to be held by their contracting agent, the Mississippi Department of Information Technology Services, and must be placed in the front of the Vendor's proposal. The submission of an acceptable security is a condition precedent to a valid proposal, and the amount of the security is not negotiable or contestable. Any proposal received without the security will be rejected and returned to the Vendor without further consideration.

The security binds the Vendor to the commitments made in writing in the Vendor's proposal. The security will be forfeited in the event the awarded Vendor, at any time during the contract negotiation process, refuses to honor commitments made in its proposal, reneges on pricing, takes exception to any term or condition that was not addressed in the Vendor's written proposal, or fails to execute a contract as anticipated in the RFP and the Vendor's proposal, including documented exceptions, within fifteen (15) working days after the Vendor's initial receipt of the project contract from ITS, unless an extension is agreed to by ITS.

As stated in the RFP, the Vendor may take exception to any point without incurring any liability to provide items to which an exception has been taken. Likewise, the State has no obligation to accept any proposed exception. Should the State decide, at its sole discretion and at any point in the process, that an exception is NOT acceptable, ITS will reject the Vendor's proposal and return the Vendor's security.

The Vendor's security will be returned promptly after ITS and the successful Vendor have executed a contract or within ninety (90) days after opening the proposals if no letter of intent to award a contract has been sent. In the event that the successful Vendor fails to accept and sign the mutually negotiated contract, that Vendor shall be disqualified and ITS shall initiate negotiations with the next ranked Vendor until a contract is successfully negotiated, or ITS elects to cancel the procurement. The securities of all remaining Vendors will be returned when a contract has been successfully negotiated and executed, or when the procurement is canceled.

37. **Performance Bond/Irrevocable Bank Letter of Credit**

The Vendor is not required to include the price of a performance bond or irrevocable bank letter of credit with his RFP proposal. If required, the cost of the bond or letter of credit must be shown as a separate line item in the *Cost Information Submission*. The performance bond or letter of credit must be procured at the Vendor's expense prior to the execution of the contract and may be invoiced to Mississippi State Tax Commission after contract initiation only if itemized in the *Cost Information Submission* and in the executed contract. **The final decision as to the requirement for a Performance Bond or Irrevocable Bank Letter of Credit will be made upon contract award and is at the State's sole discretion.**

If a Performance Bond /Irrevocable Bank Letter of Credit is required, the Vendor must procure and submit to ITS, on behalf of Mississippi State Tax Commission, with the executed contract, (a) a performance bond from a reliable surety company authorized to do business in the State of Mississippi or (b) an irrevocable bank letter of credit that is acceptable to the State. The Performance Bond or the Irrevocable Letter of Credit shall be for the total amount of the contract or an amount mutually agreed upon by the State and the successful Vendor and shall be payable to Mississippi State Tax Commission, to be held by their contracting agent, the Mississippi Department of Information Technology Services. No contract resulting from this RFP will be valid until the required Performance Bond or Irrevocable Bank Letter of Credit has been received and found to be in proper form and amount. The Vendor agrees that the State has the right to

request payment for a partial amount or the full amount of the Irrevocable Letter of Credit/Performance bond should the products/services being procured hereunder not be provided in a manner consistent with this RFP and the Vendor's proposal by the delivery dates agreed upon by the parties. The State may demand payment by contacting the bank issuing the letter of credit or the bonding company issuing the performance bond and making a written request for full or partial payment. The issuing bank/bonding company is required to honor any demand for payment from the State within fifteen (15) days of notification. The letter of credit/performance bond shall cover the entire contract period, with the exception of post-warranty maintenance and support, and shall not be released until final acceptance of all products and deliverables required herein or until the warranty period, if any, has expired, whichever occurs last. If applicable, and at the State's sole discretion, the State may, at any time during the warranty period, review Vendor's performance and performance of the products/services delivered and determine that the letter of credit/performance bond may be reduced or released prior to expiration of the full warranty period.

38. **Responsibility for Behavior of Vendor Employees/Subcontractors**

The Vendor will be responsible for the behavior of all its employees and subcontractors while on the premises of any State agency or institution. Any Vendor employee or subcontractor acting in a manner determined by the administration of any State agency or institution to be detrimental, abusive, or offensive to any of the staff or student body of any State agency or institution will be asked to leave the premises and can be suspended from further work on the premises.

39. **Protests**

The Executive Director of ITS and/or the Board Members of ITS or their designees shall have the authority to resolve Vendor protests in connection with the selection for award of a contract. Copies of the protest procedures are available on the ITS Internet site - ITS Protest Procedure and Policy, Section 019-020, ITS Procurement Handbook at: <http://dsitspe01.its.ms.gov/its/procman.nsf/TOC4?OpenView> or from ITS upon request.

40. **Protest Bond**

Potential Vendors may protest any of the specifications of this RFP on the belief that the specification is unlawful, unduly restrictive, or unjustifiably restraining to competition. Any such protest must be in writing and submitted to the ITS Executive Director along with the appropriate protest bond within five (5) working days of the Official Release of the RFP, as defined in the ITS Protest Procedure and Policy. The outside of the envelope must be marked "Protest" and must specify RFP number 3623.

As a condition precedent to filing any protest related to this procurement, the Vendor must procure, submit to the ITS Executive Director with its written protest, and maintain in effect at all times during the course of the protest or appeal thereof, a protest bond in the full amount of the total estimated project lifecycle cost or N/A, whichever is less. The total estimated project lifecycle cost will be the amount used by ITS in the computation of cost points, as the low cost in the denominator of the cost evaluation formula. The bond shall be accompanied by a duly authenticated or certified document

evidencing that the person executing the bond is a licensed Mississippi agent for the bonding company. This certified document shall identify the name and address of the person or entity holding the protest bond and shall identify a contact person to be notified in the event that the State is required to take action against the bond. The protest bond shall not be released to the protesting Vendor until the protest is finally resolved and the time for appealing said protest has expired. The protest bond shall be procured at the protesting Vendor's expense and be payable to the Mississippi Department of Information Technology Services. Prior to approval of the protest bond, ITS reserves the right to review the protest bond and require the protesting Vendor to substitute an acceptable bond in such form as the State may reasonably require. The premiums on such bond shall be paid by the protesting Vendor. The State may claim against the protest bond as specified in Section 25-53-5 (n) of the Mississippi Code of 1972, as amended during the 1998 Mississippi legislative session, in addition to all other rights and remedies the State may have at law or in equity.

Should the written protest submitted by the Vendor fail to comply with the content requirements of ITS' protest procedure and policy, fail to be submitted within the prescribed time limits, or fail to have the appropriate protest bond accompany it, the protest will be summarily dismissed by the ITS Executive Director.

41. Mississippi Employment Protection Act

Effective July 1, 2008, Vendor acknowledges that if awarded, it will ensure its compliance with the Mississippi Employment Protection Act, Section 71-11-1, et seq. of the Mississippi Code Annotated (Supp2008), and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Vendor will agree to maintain records of such compliance and, upon request of the State, to provide a copy of each such verification to the State.

Vendor acknowledges and certifies that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi.

Vendor acknowledges that violating the E-Verify Program (or successor thereto) requirements subjects Vendor to the following: (a) cancellation of any state or public contract and ineligibility for any state or public contract for up to three (3) years, with notice of such cancellation being made public, or (b) the loss of any license, permit, certification or other document granted to Vendor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. Vendor would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

SECTION V PROPOSAL EXCEPTIONS

Please return the *Proposal Exception Summary Form* at the end of this section with all exceptions to items in any Section of this RFP listed and clearly explained or state "No Exceptions Taken." If no *Proposal Exception Summary Form* is included, the Vendor is indicating that he takes no exceptions to any item in this RFP document.

1. Unless specifically disallowed on any specification herein, the Vendor may take exception to any point within this RFP, including a specification denoted with "shall" or "must," as long as the following are true:
 - 1.1 The specification is not a matter of State law;
 - 1.2 The proposal still meets the intent of the RFP;
 - 1.3 A *Proposal Exception Summary Form* is included with Vendor's proposal; and
 - 1.4 The exception is clearly explained, along with any alternative or substitution the Vendor proposes to address the intent of the specification, on the *Proposal Exception Summary Form*.
2. The Vendor has no liability to provide items to which an exception has been taken. ITS has no obligation to accept any exception. During the proposal evaluation and/or contract negotiation process, the Vendor and ITS will discuss each exception and take one of the following actions:
 - 2.1 The Vendor will withdraw the exception and meet the specification in the manner prescribed;
 - 2.2 ITS will determine that the exception neither poses significant risk to the project nor undermines the intent of the RFP and will accept the exception;
 - 2.3 ITS and the Vendor will agree on compromise language dealing with the exception and will insert same into the contract; or
 - 2.4 None of the above actions is possible, and ITS either disqualifies the Vendor's proposal or withdraws the award and proceeds to the next ranked Vendor.
3. Should ITS and the Vendor reach a successful agreement, ITS will sign adjacent to each exception which is being accepted or submit a formal written response to the *Proposal Exception Summary* responding to each of the Vendor's exceptions. The *Proposal Exception Summary*, with those exceptions approved by ITS, will become a part of any contract on acquisitions made under this RFP.

4. An exception will be accepted or rejected at the sole discretion of the State.
5. The State desires to award this RFP to a Vendor or Vendors with whom there is a high probability of establishing a mutually agreeable contract, substantially within the standard terms and conditions of the State's RFP, including the *Standard Contract* in Exhibit A, if included herein. As such, Vendors whose proposals, in the sole opinion of the State, reflect a substantial number of material exceptions to this RFP, may place themselves at a comparative disadvantage in the evaluation process or risk disqualification of their proposals.
6. For Vendors who have successfully negotiated a contract with ITS in the past, ITS requests that, prior to taking any exceptions to this RFP, the individual(s) preparing this proposal first confer with other individuals who have previously submitted proposals to ITS or participated in contract negotiations with ITS on behalf of their company, to ensure the Vendor is consistent in the items to which it takes exception.

PROPOSAL EXCEPTION SUMMARY FORM

List and clearly explain any exceptions, for all RFP Sections and Exhibits, in the table below.

ITS RFP Reference	Vendor Proposal Reference	Brief Explanation of Exception	ITS Acceptance (sign here only if accepted)
(Reference specific outline point to which exception is taken)	(Page, section, items in Vendor's proposal where exception is explained)	(Short description of exception being made)	
1.			
2.			
3.			
4.			
5.			
6.			
7.			

SECTION VI RFP QUESTIONNAIRE

Please answer each question or provide the information as requested in this section.

1. **Statewide Automated Accounting System (SAAS) Information for State of Mississippi Vendor File**

- 1.1 **SAAS Vendor Code:** Any Vendor who has not previously done business with the State and has not been assigned a SAAS Vendor code should furnish a signed copy of an IRS W-9 form with the proposal. A copy of the W-9 Form can be obtained by going to the ITS website, <http://www.its.ms.gov>, clicking on the "Procurement" button to the left of the screen, selecting "Vendor Information", scrolling to the bottom of the page, and clicking on the link "Forms Required in RFP Responses." Vendors who have previously done business with the State should furnish ITS with their SAAS Vendor code.

SAAS Vendor Code: _____ OR Signed W-9 Form Attached: _____

- 1.2 **Vendor Self-Certification Form:** The State of Mississippi, in an effort to capture participation by minority Vendors, asks that each Vendor review the State of Mississippi Minority Vendor Self Certification Form. This information is for tracking/reporting purposes only, and will not be used in determining which Vendor will be chosen for the project. Any Vendor who can claim status as a Minority Business Enterprise or a Woman Business Enterprise in accordance with the definitions on this form and who has not previously submitted a form to the State of Mississippi should submit the completed form with the proposal. A copy of the Minority Vendor Self-Certification Form can be obtained at: http://www.mississippi.org/assets/docs/minority/minority_vendor_selfcertform.pdf. Please direct any questions about minority certification in Mississippi to the Minority Business Enterprise Division of the Mississippi Development Authority by telephone at (601) 359-3448 or via email at minority@mississippi.org.

Minority Vendor Self-Certification Form Included: _____
Minority Vendor Self-Certification Form Previously Submitted: _____
Not claiming Minority or Women Business Enterprise Status: _____

2. **Certification of Authority to Sell**

The Vendor must certify Vendor is a seller in good standing, authorized to sell and able to deliver all items and related services proposed in the State of Mississippi in the time frame specified. Does the Vendor make these certifications? (A yes or no answer is required.)

Remit Address (if different):

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7. **Web Amendments**

As stated in Section III, ITS will use the ITS website to post amendments regarding RFPs before the proposal opening at http://www.its.ms.gov/rfps/rfps_awaiting.shtml. We will post clarifications until noon seven days prior to the proposal opening date listed on the cover page of this RFP or the posted extension date, if applicable.

Vendors may list any questions or items needing clarification discovered in the week prior to the proposal opening in a written format at the beginning of the proposal binder or in the comment section for the individual offering.

Does the Vendor certify that they have reviewed a copy of the ITS amendments for RFPs as above stated? (A yes or no answer is required.)

SECTION VII TECHNICAL SPECIFICATIONS

1. **How to Respond to this Section**

- 1.1 Beginning with Item 2.1 of this section, label and respond to each outline point in this section as it is labeled in the RFP.
- 1.2 The Vendor must respond with “ACKNOWLEDGED,” “WILL COMPLY” or “AGREED” to each point in this section. In addition, many items in this RFP require detailed and specific responses to provide the requested information. Failure to provide the information requested will result in the Vendor receiving a lower score for that item, or, at the State’s sole discretion, being subject to disqualification.
- 1.3 “ACKNOWLEDGED” should be used when no vendor response or vendor compliance is required. “ACKNOWLEDGED” simply means the vendor is confirming to the State that he read the statement. This is commonly used in the RFP sections where the agency’s current operating environment is described or where general information is being given about the project.
- 1.4 “WILL COMPLY” or “AGREED” are used interchangeably to indicate that the vendor will adhere to the requirement. These terms are used to respond to statements that specify that a vendor or vendor’s proposed solution must comply with a specific item or must perform a certain task.
- 1.5 If the Vendor cannot respond with “ACKNOWLEDGED,” “WILL COMPLY,” or “AGREED,” then the Vendor must respond with “EXCEPTION.” (See Section V, for additional instructions regarding Vendor exceptions.)
- 1.6 Where an outline point asks a question or requests information, the Vendor must respond with the specific answer or information requested.
- 1.7 In addition to the above, Vendor must provide explicit details as to the manner and degree to which the proposal meets or exceeds each specification.

2. **Mandatory Provisions or No Mandatory Provisions in Technical Requirements for this RFP**

- 2.1 Certain items in the technical specifications of this RFP are MANDATORY. Vendors are specifically disallowed from taking exception to these mandatory requirements, and proposals that do not meet all mandatory requirements are subject to immediate disqualification, at the sole discretion of the State.
- 2.2 Vendor must combine all existing maintenance agreements into one agreement.

- 2.3 Vendor must accept the hardware for maintenance as is.
- 2.4 Vendor must provide fully loaded yearly rates in Section VIII, *Cost Submission Form*.

3. **General Overview and Background**

The Mississippi State Tax Commission (MSTC) seeks to procure maintenance support for specific pieces of LAN/WAN/Infrastructure hardware that are no longer covered under manufacturers' warranties and maintenance support of other equipment items in a single Equipment Maintenance Program. The intent of the MSTC is to have improved efficiencies and a system to manage the ever increasing burden of equipment maintenance, while achieving a hard dollar savings. The MSTC expects to consolidate the present contracts to a single manageable agreement with one common anniversary date. The MSTC is challenged with finding the right combination of cost reduction and administrative support for maintaining its equipment. The MSTC will decide which equipment is covered by this Equipment Maintenance Program, a time and materials per call arrangement, or not covered at all.

It is intended the Equipment Maintenance Program will save the MSTC money by being the central point of contact for all maintenance issues. Much of the current equipment in the MSTC is no longer covered by manufacturer's warranties. Furthermore, the MSTC is heavily dependent on the availability of the majority of this equipment. Therefore, it is desired for the equipment, as detailed in this RFP, to be covered by a maintenance agreement including remedial repairs and services to the equipment in an attempt to maximize uptime and availability of the equipment. Over the next several years, as funding permits, much of this equipment will be retired and replaced with newer technology. However, existing equipment must remain operable until such time as it is replaced with newer equipment.

The requested maintenance services are intended to keep or to return the equipment to good working order, and services must include a maintenance schedule. Maintenance will be performed by the selected Vendor or its authorized partner and will include lubrication, adjustments, replacement or equipment parts and the temporary rental of substitute equipment. The selected Vendor may, at its option, repair, rebuild or replace equipment at their expense covered under this Agreement that is destroyed or damaged with other equipment of like kind and quality that is mutually agreed upon by the Customer and the selected Vendor, within thirty (30) days after notification.

4. **Procurement Project Schedule**

Task	Date
First Advertisement Date for RFP	04/20/10
Second Advertisement Date for RFP	04/27/10
Inspection of Equipment Request*	No later than 3:00 P.M. Central Time on 4/30/10
Equipment Inspection Site Visit	05/04/10
Deadline for Vendor's Written Questions	3:00 P.M. Central Time on 05/11/10
Deadline for Questions Answered and Posted to ITS Web Site	05/20/10
Open Proposals	3:00 P.M. Central Time on 06/08/10
Begin Evaluation of Proposals	06/09/10
Contract Negotiation	06/23/10
Maintenance Begins	07/15/10

*The inspection is not mandatory; however, if the Vendor requires an inspection, the inspection must be provided free of charge. To view the equipment the Vendor must contact Tangela Harrion at ITS at (601) 359-2612 by Friday, April 30, 2010, no later than 3:00 p.m. (Central Time) to confirm attendance at the Inspection Visit.

5. **Statements of Understanding**

- 5.1 This RFP is not for maintenance of mission critical equipment. Mission critical equipment is under a separate maintenance agreement.
- 5.2 Vendor must provide fully loaded yearly pricing for all equipment listed in Section VIII, *Cost Information Submission*. If equipment is omitted from Vendor's proposal, Vendor must be willing to provide maintenance for the equipment at no additional cost or Vendor's proposal may be eliminated, at the sole discretion of the State.
- 5.3 Vendor must confirm that Vendor's company can provide maintenance for all of the manufacturers of equipment provided in Section VIII, *Cost Information Submission*.
- 5.4 Maintenance period will be for an initial 36-month period with the State's option to renew maintenance for two (2) additional 1-year terms. The awarded Vendor will notify MSTC in writing 60 days prior to the expiration of the maintenance period. Vendor's failure to do so will result in Vendor providing

maintenance service at no cost until a new maintenance agreement can be negotiated.

- 5.5 Vendor must provide per item maintenance charges that will be valid for five (5) years. Mississippi State Tax Commission reserves the right to add/delete/modify covered equipment as the need arises, at any time during the contract without penalties. Vendor agrees to issue a refund for equipment that is deleted from maintenance.

5.5.1 Vendor may be eliminated from further consideration if the pricing for the two (2) additional 1-year terms is not provided.

- 5.6 ITS reserves the right to use this award for other agencies and other projects requiring these equipment maintenance management services.

- 5.7 Vendor should be aware that ITS reserves the right to purchase any, all, or none of the requested maintenance services from one or more Vendors if awarded Vendor is not authorized to service equipment.

- 5.8 The MSTC wishes to retain the right to remove certain items of equipment from the final maintenance agreement pending the cost effectiveness of the proposal from the awarded Vendor.

- 5.9 Vendor must provide their holiday schedule or days when they are unavailable to provide service for any given reason.

- 5.10 For servers listed on the equipment list, MSTC wants the Vendor to provide the following services:

5.10.1 Repair services to make it fully operable, or

5.10.2 Replace hardware

- 5.11 MSTC will provide the software updates and install any software on servers, if needed once the hardware has been replaced.

- 5.12 Vendor must reimburse Mississippi State Tax Commission's in-house staff for any repairs made internally at a labor rate of \$35 per hour plus cost of parts.

6. Vendor Qualifications

- 6.1 Responses to each requirement in this section should provide the State with a clear and concise understanding of how the Vendor plans to fulfill these responsibilities that would substantiate the qualifications and capabilities of the Vendor to perform the services described herein.

- 6.2 Vendor must describe their business model in equipment maintenance management services with other states and governmental agencies of similar size and scope.
- 6.3 Brief History of Organization
 - 6.3.1 Define organization's current position and commitment to the State in this market place.
 - 6.3.2 Define any impending merger or acquisition that would affect the organization that could impact this contract.
- 6.4 Organization Size and Structure

The Vendor must provide a description of its organization.

 - 6.4.1 Describe the Vendor's size and organizational structure and state whether the Vendor is based locally, regionally, nationally, or internationally, as well as its relationship to any parent firms, sister firms or subsidiaries.
 - 6.4.2 Give the location of the Vendor's principal office and the number of executive and professional personnel employed at this office.
 - 6.4.3 If incorporated, the name of the state of incorporation shall be included. (Note: In order to execute a contract, the awarded Vendor's firm must be qualified to do business in the State of Mississippi on or before the date the contract is signed).
- 6.5 Vendor must describe what agreements Vendor's company has in place with maintenance providers.
- 6.6 Vendor must provide a listing of all of its maintenance providers, including their locations.
- 6.7 Vendor must be an authorized service agent or contract with an authorized service agent of the manufacturers' products listed in Section VIII.
 - 6.7.1 Vendor must submit proof of authorization/certification or letter from the manufacturer with their response.
 - 6.7.2 Vendor must also be authorized or contract with an authorized service agent to perform maintenance on wireless networking equipment. Proof of authorization/certification or letter from the manufacturer's products must be submitted with the response.

7. Technical Requirements

- 7.1 Responses to each requirement in this section should provide the State with a clear and concise understanding of how the Vendor plans to fulfill these responsibilities that would substantiate the qualifications and capabilities of the Vendor to perform the services described herein.
- 7.2 Maintenance period on the proposed hardware will begin on the contract execution date and continue through June 30 for the first year. Annual maintenance term for the following years will begin on July 1 and continue through June 30.
- 7.3 Vendor must state any and all preventive maintenance requirements and/or provisions required or provided by this agreement.
- 7.4 Vendor shall provide all preventive and remedial maintenance necessary to maintain the equipment listed on the attached equipment list, including periodic testing, repairs, and all necessary parts and labor.
- 7.5 Vendor must keep a database of all equipment included. Vendor must describe their database and how it will maintain MSTC's equipment.
- 7.6 MSTC wants a single point of contact. Vendor must describe in detail their work order process for maintenance issues regardless of the Vendor actually providing the service.
- 7.7 Vendor must agree to provide periodic meetings between the staffs of Mississippi State Tax Commission and Vendor management to resolve any problems and coordinate procedural matters. The necessity and scheduling of such meetings will be left to the discretion of Mississippi State Tax Commission.
- 7.8 If the equipment is under maintenance with the Vendor, and the Vendor deems that it is not cost effective to repair a piece of equipment, the Vendor must supply in writing within five (5) business days to the Mississippi State Tax Commission the reason that the equipment is not cost effective to repair. If Mississippi State Tax Commission agrees, the Vendor will refund the unused equipment maintenance fees to MSTC. In this instance, the Vendor will not be responsible for the replacement cost of the equipment.
- 7.9 Vendor must provide an equipment inventory process.
 - 7.9.1 Describe Vendor's equipment inventory process.
- 7.10 Requirements for Equipment Database
 - 7.10.1 Vendor must provide reports for managerial staff and equipment repair history.

- 7.10.1.1 Vendor must describe the reports they will provide.
- 7.10.2 Vendor must provide an equipment repair history with managerial reports that can be utilized for replacement request needs.
- 7.10.3 Vendor must have a section in the database that maintains an inventory of all equipment that has ever been in the equipment database including the ability to track equipment that was deleted or destroyed equipment.
- 7.10.4 Vendor must state the requirements for adding/deleting/modifying covered equipment detail. If equipment needs to be added or deleted (or modified) on the agreement, Vendor must describe the required procedures and time lines.
- 7.10.5 Vendor MUST modify ALL billing notices and equipment detail with revised model and serial number information if ANY piece of equipment is replaced under the terms of the maintenance agreement. In the past, the MSTC has had numerous problems with equipment being replaced by the Vendor but the billing detail still indicated the old (replaced) serial and model numbers.
- 7.10.6 Vendor must keep or restore the equipment under maintenance in good working order.
- 7.10.7 Vendor must provide service to include scheduled or unscheduled correctional maintenance to include lubrication, adjustments, replacement of equipment parts and the temporary rental of substitute equipment.
- 7.10.8 Services Calls and Response Times Requirements
 - 7.10.8.1 Vendor must clearly define and describe the protocol for opening a service call on any covered equipment. It is preferred that the Vendor have an automated and/or online process for originating and tracking service calls.
 - 7.10.8.2 Vendor must provide toll free and/or local telephone support for the proposed equipment.
 - 7.10.8.3 Mississippi State Tax Commission requires that no limitations be placed on the number of authorized staff members who can place a service call to the Vendor.
 - 7.10.8.4 Vendor must be able to respond by telephone, to all service calls placed within four (4) hours.

- 7.10.8.5 Vendor should provide a detailed proposal explaining how its solution addresses the following:
- 7.10.8.5.1 Help Desk – handling service calls;
 - 7.10.8.5.2 Maintaining overall maintenance costs;
 - 7.10.8.5.3 Logging of maintenance phone calls and emails;
 - 7.10.8.5.4 Logging maintenance history;
 - 7.10.8.5.5 Identifying problem equipment and locations;
 - 7.10.8.5.6 Notifying the customer before the warranty expires in order for the customer to determine if ongoing maintenance will be desired;
 - 7.10.8.5.7 Processes of continuation/cancellation of maintenance based upon the customer's needs;
 - 7.10.8.5.8 Maintaining copies of warranty and maintenance agreements;
 - 7.10.8.5.9 Notification to the customer when equipment has been add/deleted off of warranty/maintenance;
 - 7.10.8.5.10 Customer renewal notices and payments;
 - 7.10.8.5.11 Invoicing maintenance charges;
 - 7.10.8.5.12 Customer acknowledgment notices for payment, renewals, etc;
 - 7.10.8.5.13 Servicing equipment that is not covered by warranty or maintenance;
 - 7.10.8.5.14 Maintaining warranty and maintenance coverage when the

- provider is no longer available to provide servicing of the equipment;
- 7.10.8.5.15 Billing structure of maintenance charges;
- 7.10.8.5.16 Warranty and maintenance reports for the customer;
- 7.10.8.5.17 Unsatisfactory work provided by the warranty/maintenance provider;
- 7.10.8.5.18 Routine service calls;
- 7.10.8.5.19 Emergency service calls;
- 7.10.8.5.20 Escalation procedures;
- 7.10.8.5.21 Development of volume maintenance agreements;
- 7.10.8.5.22 Unsolved disputes with i.e. Maintenance Hardware Manager, Agency, Maintenance Provider and etc.;
- 7.10.8.5.23 Equipment Maintenance Program Vendor hosted self-supported website;
- 7.10.8.5.24 Equipment Loaner Program;
- 7.10.8.5.25 Equipment Maintenance Program Training and Instructions;
- 7.10.8.5.26 Equipment Maintenance Program Implementation Plan.
- 7.10.9 Preference may be given to Vendors with any of the following procedures:
 - 7.10.9.1 Vendor must be able to respond by telephone, to all service calls placed within one (1) hour.
 - 7.10.9.2 Requirements for Same Day Service Calls

- 7.10.9.2.1 Vendor must describe their resolution for a same day service call made late in the afternoon (i.e. service call placed at 4:00 p.m.)
 - 7.10.9.2.2 Vendor must provide four (4) hour on-site response on items indicated in listing as "8:00 a.m. – 5:00 p.m. (Central Time) SAME DAY" service level;
 - 7.10.9.2.3 Vendor must provide eight (8) hour closure to calls for items indicated in listing as requiring "8:00 a.m. – 5:00 p.m. SAME DAY" service level;
 - 7.10.9.2.4 Liquidated damages in the amount of the calculated cost to the State for their non-performance on a case by case basis will be imposed against the Vendor for not meeting these requirements.
- 7.10.9.3 Requirements for Next Day Service Calls
- 7.10.9.3.1 Vendor must be able to respond on-site to all service calls within one (1) business day of receiving the call for all equipment identified in the listing as "8:00a.m. – 5:00 p.m. (Central Time) NEXT DAY" service level;
 - 7.10.9.3.2 Vendor must be able to complete all service calls within two (2) business days of receiving the call regarding items indicated as requiring "8:00 a.m. – 5:00 NEXT DAY" service level;
 - 7.10.9.3.3 Liquidated damages in the amount of the calculated cost to the State for their non-performance on a case by case basis will be imposed against the Vendor for not meeting these requirements;

- 7.10.9.3.4 If Vendor cannot complete the call within two (2) business days of receiving the call, Vendor should provide the MSTC with comparable loaner equipment until call is completed.
- 7.10.9.4 If equipment cannot be repaired and must be replaced under the terms of the agreement, all replacement equipment must be certified refurbished or comparable or new replacement equipment of like kind and quality that is mutually agreed upon by the Customer and the awarded Vendor.
- 7.10.9.5 Equipment maintenance must include "One Stop Service" for all requests for the repair of equipment including but not limited to:
 - 7.10.9.5.1 Receiving and routing requests for equipment repair to the appropriate service provider;
 - 7.10.9.5.2 Payment to service providers for maintenance and repairs;
 - 7.10.9.5.3 Prorating maintenance fees as appropriate (for example, adding equipment as well as refunds for deleted equipment);
- 7.10.9.6 Vendor must describe types of Services Level Agreements proposed, including but not limited to:
 - 7.10.9.6.1 7 x 24 (next business day)
 - 7.10.9.6.2 7 x 24 x 365

8. Cost Requirements

- 8.1 Vendor must propose a fixed price contract for prime-shift (8 A.M. to 5 P.M. Central Time, Monday through Friday) for Same Day and/or Next Day on-site maintenance support for the specified equipment listed in Section VIII, *Cost Information Submission*.
- 8.2 Vendor must be aware that all parts and labor must be included in the total price of the maintenance contract.

- 8.3 Maintenance will be paid on a quarterly basis. Vendor must list the amount MSTC will pay quarterly as well as yearly in Section VIII, *Cost Information Submission*.
- 8.4 Vendor must clearly define the rates that will be charged for service, travel, and any/all other charges relating to service performed on any equipment NOT covered under the terms of the agreement. All costs should be specified in Section VIII, *Cost Information Submission*.
- 8.5 Price escalations, if any, for annual support coverage will be permitted but shall not exceed five (5) percent per year. Vendor must indicate what percent of escalation, if any.

9. **Additional Requirements**

- 9.1 ITS acknowledges that the specifications within this RFP are not exhaustive. Rather, they reflect the known requirements that must be met by the proposed system. Vendors must specify, here, what additional components may be needed and are proposed in order to complete each configuration.
- 9.2 Other Services Provided
 - 9.2.1 Vendor may describe other services provided not listed above that would be beneficial to the State.
 - 9.2.2 If a separate cost is associated with these other services, the Vendor must list these other services and provide cost in Section VIII, *Cost Submission Form*.

10. **Scoring Methodology**

- 10.1 ITS will use any or all of the following categories in developing a scoring mechanism for this RFP prior to receipt of proposals. All information provided by the Vendors, as well as any other information available to evaluation team, will be used to evaluate the proposals.
 - 10.1.1 Cost
 - 10.1.2 Vendor Qualifications
 - 10.1.3 Technical Requirements
 - 10.1.4 Value-Add
- 10.2 Each category included in the scoring mechanism is assigned a weight between one and 100. The sum of all categories, other than Value-Add, will equal 100 possible points. Value-Add is defined as product(s) or service(s),

exclusive of the stated functional and technical requirements and provided to the State at no additional charge, which, in the sole judgment of the State, provide both benefit and value to the State significant enough to distinguish the proposal and merit the award of additional points. A Value-Add rating between 0 and 5 may be assigned based on the assessment of the evaluation team. These points will be added to the total score.

- 10.3 Proposals scoring less than 80% of technical requirements (exclusive of evaluation points for cost and added value) may be eliminated from further consideration.

SECTION VIII COST INFORMATION SUBMISSION

Vendors must propose a summary of all applicable project costs in the matrix that follows. The matrix must be supplemented by a cost itemization fully detailing the basis of each cost category. The level of detail must address the following elements as applicable: item, description, quantity, retail, discount, extension, and deliverable. Any cost not listed in this section may result in the Vendor providing those products or services at no charge to the State or face disqualification.

Vendor must provide fixed pricing and fully loaded rates.

QUARTERLY PRICING	
PERIOD	PRICING PER QUARTER
Year 1	
07/01/2010 – 09/30/2010	
10/01/2010 – 12/01/2010	
01/01/2011 – 03/31/2011	
04/01/2011 – 06/30/2011	
Year 2	
07/01/2011 – 09/30/2011	
10/01/2011 – 12/01/2011	
01/01/2012 – 03/31/2012	
04/01/2012 – 06/30/2012	
Year 3	
07/01/2012 – 09/30/2012	
10/01/2012 – 12/01/2012	
01/01/2013 – 03/31/2013	
04/01/2013 – 06/30/2013	
Year 4	
07/01/2013 – 09/30/2013	
10/01/2013 – 12/01/2013	
01/01/2014 – 03/31/2014	

04/01/2014 – 06/30/2014	
Year 5	
07/01/2014 – 09/30/2014	
10/01/2014 – 12/01/2014	
01/01/2015 – 03/31/2015	
04/01/2015 – 06/30/2015	
TOTAL	

YEARLY PRICING	
PERIOD	PRICING PER YEAR
07/01/2010 – 06/30/2011	
07/01/2011 – 06/30/2012	
07/01/2012 – 06/30/2013	
07/01/2013 – 06/30/2014	
07/01/2014 – 06/30/2015	
TOTAL	

PRICING FOR EQUIPMENT NOT IN THE MSTC EQUIPMENT LIST		

MSTC EQUIPMENT									
Asset Number	Description	Serial Number	Make	Model Type	Model Number	Location	City	Required Coverage	Yearly Cost
21056	Check endors machine	667	Cummins				Clinton	8A-5P Next Day	
21858	Check endors machine	1002	Cummins				Clinton	8A-5P Next Day	
20316	Extriciation device	12889	Opex				Clinton	8A-5P Next Day	
20317	Extriciation device	12890	Opex				Clinton	8A-5P Next Day	
18169	Extriciation device	9916	Opex				Clinton	8A-5P Next Day	
18170	Extriciation device	9917	Opex				Clinton	8A-5P Next Day	
18171	Extriciation device	9918	Opex				Clinton	8A-5P Next Day	
18172	Extriciation device	9919	Opex				Clinton	8A-5P Next Day	
19580	Machine mailing	47-9877	Bell & Howell				Clinton	8A-5P Next Day	
20448	Telephone system		Comdial				Gulf Coast	8A-5P Next Day	
21312	Business Inkjet 2230 Ethernet	MY26SF146S	Hewlett Packard	2230C	C8119A	ABC - Enforcement	Biloxi	8A-5P Next Day	
22227	Cisco 3560G 48 port Ethernet Switch	F0C0928U29U	Cisco		WS-C3560G-48TS	Gulf Coast District Office	Biloxi	8A-5P SAME DAY	
21919	Flatbed Scanner SCSI	606063	Fujitsu	FI4220C		Gulf Coast District Office	Biloxi	8A-5P Next Day	
22252	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNDXH04592	Hewlett Packard	4250N		Gulf Coast District Office	Biloxi	8A-5P Next Day	
22579	ML370 Tower G4 3.8GHz 2GB RAM 2-73GB	USE616NA03	Hewlett Packard	ML370		Gulf Coast District Office	Biloxi	8A-5P SAME DAY	

	hard drives mirrored, 10/100 NIC. Netware 6.5								
23316	Laserjet 4014N Ethernet workstation attached	CNDX309377	Hewlett Packard	4014N		Gulf Coast District Office	Biloxi	8A-5P Next Day	
21903	Laserjet 4200 Ethernet duplex envelope feeder Hi Cap Feeder	USGNS20333	Hewlett Packard	4200	Q2425A	Gulf Coast District Office	Biloxi	8A-5P Next Day	
23183	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNRXJ91804	Hewlett Packard	4250DTN		Gulf Coast District Office	Biloxi	8A-5P Next Day	
21310	Business Inkjet 2230 Ethernet	MY26SF1464	Hewlett Packard	2230C	C8119A	ABC - Enforcement	Brookhaven	8A-5P Next Day	
22228	Cisco 3560G 24 port Ethernet Switch	F0C0928U0AZ	Cisco		WS-C3560G-24TS	Brookhaven District Office – Annex	Brookhaven	8A-5P SAME DAY	
22226	Cisco 3560G 48 port Ethernet Switch	F0C0928U2AB	Cisco		WS-C3560G-48TS	Brookhaven District Office	Brookhaven	8A-5P SAME DAY	
21871	SCSI Flatbed Scanner	605880	Fujitsu	FI4220C		Brookhaven District Office	Brookhaven	8A-5P Next Day	
23319	Laserjet 4014N Ethernet workstation attached	CNDX105215	Hewlett Packard	4014N		Brookhaven District Office	Brookhaven	8A-5P Next Day	
22574	ML370 G4 Tower 3.8GHz 2GB RAM 2-73GB hard drives mirrored, 10/100 NIC. Netware 6.5	USE616NA01	Hewlett Packard	ML370		Brookhaven District Office	Brookhaven	8A-5P SAME DAY	

21892	Laserjet 4200 Ethernet duplex envelope feeder Hi Cap Feeder	USGNM17543	Hewlett Packard	4200	Q2425A	Brookhaven District Office	Brookhaven	8A-5P Next Day	
23187	Laserjet 4250 Ethernet envelope feeder	CNRXJ91807	Hewlett Packard	4250DTN		Brookhaven District Office	Brookhaven	8A-5P Next Day	
21311	Business Inkjet 2230 Ethernet	MY27CF1427	Hewlett Packard	2230C	C8119A	ABC - Enforcement	Columbus	8A-5P Next Day	
22220	Cisco 3560G 48 port Ethernet Switch	F0C0928U28V	Cisco		WS-C3560G-48TS	Columbus District Office	Columbus	8A-5P SAME DAY	
21921	Flatbed Scanner SCSI	606061	Fujitsu	FI4220C		Columbus District Office	Columbus	8A-5P Next Day	
22573	ML370 G4 Tower 3.8GHz 2GB RAM 2-73GB hard drives mirrored, 10/100 NIC. Netware 6.5	USE616NA02	Hewlett Packard	ML370		Columbus District Office	Columbus	8A-5P SAME DAY	
23324	Laserjet 4014N Ethernet	CNDX309398	Hewlett Packard	4014N		Columbus District Office	Columbus	8A-5P Next Day	
21890	Laserjet 4200 Ethernet duplex envelope feeder Hi Cap Feeder	USGNS19307	Hewlett Packard	4200	Q2425A	Columbus District Office	Columbus	8A-5P Next Day	
23185	Laserjet 4250 Ethernet workstation attached	CNRXR22300	Hewlett Packard	4250		Columbus District Office	Columbus	8A-5P Next Day	
21314	Business Inkjet 2230 Ethernet	MY26SF146N	Hewlett Packard	2230C	C8119A	ABC - Enforcement	Greenwood	8A-5P Next Day	
23208	SU3000 UPS	AS0712260102	APC	3000		Greenwood District Office	Greenwood	8A-5P Next Day	
21712	SU1400 UPS	YS0251110106	APC	1400		Greenwood District	Greenwood	8A-5P	

						Office		Next Day	
22224	Cisco 3560G 48 port Ethernet Switch	F0C0928U1Y7	Cisco		WS-C3560G-48TS	Greenwood District Office	Greenwood	8A-5P SAME DAY	
21920	Flatbed Scanner SCSI	606062	Fujitsu	FI4220C		Greenwood District Office	Greenwood	8A-5P Next Day	
23325	Laserjet 4014N Ethernet	CNBX102727	Hewlett Packard	4014N		Greenwood District Office	Greenwood	8A-5P Next Day	
22576	ML370 G4 Tower 3.8GHz 2GB RAM 2-73GB hard drives mirrored, 10/100 NIC. Netware 6.5	USE616N9ZZ	Hewlett Packard	ML370		Greenwood District Office	Greenwood	8A-5P SAME DAY	
21891	Laserjet 4200 Ethernet duplex envelope feeder Hi Cap Feeder	USGNM17601	Hewlett Packard	4200	Q2425A	Greenwood District Office	Greenwood	8A-5P Next Day	
23188	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNRXJ91801	Hewlett Packard	4250DTN		Greenwood District Office	Greenwood	8A-5P Next Day	
21317	Business Inkjet 2230 Ethernet	MY27CF141V	Hewlett Packard	2230C	C8119A	ABC - Enforcement	Hattiesburg	8A-5P Next Day	
22223	Cisco 3560G 48 port Ethernet Switch	F0C0928U1WX	Cisco		WS-C3560G-48TS	Hattiesburg District Office	Hattiesburg	8A-5P SAME DAY	
21918	Flatbed Scanner SCSI	606067	Fujitsu	FI4220C		Hattiesburg District Office	Hattiesburg	8A-5P Next Day	
23323	Laserjet 4014N Ethernet workstation attached	CNDX310444	Hewlett Packard	4014N		Hattiesburg District Office	Hattiesburg	8A-5P Next Day	
22580	ML370 G4 Tower 3.8GHz 2GB RAM 2-	USE616NA05	Hewlett Packard	ML370		Hattiesburg District Office	Hattiesburg	8A-5P SAME DAY	

	.73GB hard drives mirrored, 10/100 NIC. Netware 6.5								
23191	Laserjet 4250 Ethernet	CNRXJ91278	Hewlett Packard	4250		Hattiesburg District Office	Hattiesburg	8A-5P Next Day	
21888	Laserjet 4200 Ethernet duplex envelope feeder Hi Cap Feeder	USGNX19551	Hewlett Packard	4200	Q2425A	Hattiesburg District Office	Hattiesburg	8A-5P Next Day	
22101	Flatbed Scanner SCSI	102044	Fujitsu	Fi-4220C2		ABC – Enforcement	Louisville	8A-5P Next Day	
21315	Business Inkjet 2230 Ethernet	MY26SF146D	Hewlett Packard	2230C	C8119A	ABC – Enforcement	Louisville	8A-5P Next Day	
22593	Laserjet 8150 Ethernet duplex envelope feeder Hi Cap Feeder	JPDLR89838	Hewlett Packard	8150DN		ABC – Administration	Madison	8A-5P Next Day	
22596	Laserjet 4250 Ethernet NIC Workstation attached	CNGXH26709	Hewlett Packard	4250N		ABC – Administration	Madison	8A-5P Next Day	
22991	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNRXR20096	Hewlett Packard	4250DTN		ABC – Administration	Madison	8A-5P Next Day	
22988	Laserjet 4250 Ethernet NIC Workstation attached	CNRXL79827	Hewlett Packard	4250N		ABC – Administration	Madison	8A-5P Next Day	
23193	Laserjet 4250 Ethernet workstation attached	CNRXR21776	Hewlett Packard	4250		ABC – Administration	Madison	8A-5P Next Day	
23195	Laserjet 4250 Ethernet	CNRXK63133	Hewlett Packard	4250		ABC – Administration	Madison	8A-5P Next Day	

	workstation attached								
20532	Laserjet 4000 Ethernet	USMB144442	Hewlett Packard	4000	C4118A	ABC – Administration	Madison	8A-5P Next Day	
22600	SmartUPS 3000	QS0545210068	APC	3000		ABC – Computer Room	Madison	8A-5P Next Day	
21650	Cisco 2950 48 port Ethernet switch, Gigastack GBIC, Gigabit Fiber Module	FHK0703Y1AY	Cisco		WS-C2950G-48-EI	ABC – Computer Room	Madison	8A-5P SAME DAY	
21649	Cisco 2950 48 port Ethernet switch, Gigastack GBIC	FHK0703Z12S	Cisco		WS-C2950G-48-EI	ABC – Computer Room	Madison	8A-5P SAME DAY	
21972	Poweredge 2950 server, redundant P/S, 18GB x 2 SCSI U320, PERC 4-DU U320 controller, 2 x 3.06 GHz processor, 2 GB RAM, Novell Netware 6.5 Cluster, MSTC-ABC1A	1C7KY41	Dell	2950		ABC – Computer Room	Madison	8A-5P SAME DAY	
21971	Poweredge 2950 server, redundant P/S, 18GB x 2 SCSI U320, PERC 4-DU U320 controller, 2 x 3.06 GHz processor, 2 GB RAM, Novell Netware 6.5	7C7KY41	Dell	2950		ABC – Computer Room	Madison	8A-5P SAME DAY	

	Cluster, MSTC-ABC1B								
21973	Powervault 220S, redundant P/S, 36GB x 7 15K RPM U320 SCSI HDD	FXTKY41	Dell	220S		ABC – Computer Room	Madison	8A-5P SAME DAY	
20698	T6180 Twinax connected matrix printer	J68F083557	Tally	T6180		ABC – Computer Room	Madison	8A-5P SAME DAY	
22812	ID Reader	A004831	E-SEEK	200		ABC – Enforcement	Madison	8A-5P Next Day	
22814	ID Reader	A004836	E-SEEK	200		ABC – Enforcement	Madison	8A-5P Next Day	
22813	ID Reader	A000930	E-SEEK	200		ABC – Enforcement	Madison	8A-5P Next Day	
22100	Flatbed Scanner SCSI	102018	Fujitsu	Fi-4220C2		ABC – Enforcement	Madison	8A-5P Next Day	
23375	Laserjet 4014N Ethernet workstation attached	CNDX301442	Hewlett Packard	4014N		ABC – Enforcement	Madison	8A-5P Next Day	
22986	Laserjet 4250 Ethernet Envelope feeder	CNRXJ90066	Hewlett Packard			ABC – Enforcement	Madison	8A-5P Next Day	
23374	Laserjet 4014N Ethernet	CNDX306928	Hewlett Packard	4014N		ABC – Enforcement	Madison	8A-5P Next Day	
19864	Laserjet 4000T Multi Tray Ethernet NIC	USNCO18841	Hewlett Packard	4000T	C4119A	ABC – Enforcement	Madison	8A-5P Next Day	
23199	Laserjet 4250 Ethernet workstation attached	CNRXJ73209	Hewlett Packard	4250		ABC – Enforcement	Madison	8A-5P Next Day	
20434	Deskjet 2500C Ethernet	SG89Q120D7	Hewlett Packard	2500C	C2684A	ABC – Enforcement	Madison	8A-5P Next Day	
22572	Phaser Color Laserprinter	PMT280773	Xerox	4500		ABC – Enforcement	Madison	8A-5P Next Day	

	Ethernet								
22595	Laserjet 4250 Ethernet	CNGXH26711	Hewlett Packard	4250N		ABC – Processing	Madison	8A-5P Next Day	
20433	Laserjet 8000 DN Ethernet Duplex Envelope Feeder Hi Cap Feeder	USAB0617662	Hewlett Packard	8000DN	C4087A	ABC – Purchasing/permit	Madison	8A-5P Next Day	
21817	Laserjet 4200 Ethernet	USGNS07601	Hewlett Packard	4200	Q2425A	ABC – Receiving	Madison	8A-5P Next Day	
21651	Cisco 3524XL 24 port Ethernet switch, Gigabit Fiber Module	FAA0504W0BX	Cisco		WS-C3524-PWR-XL	ABC – Warehouse	Madison	8A-5P SAME DAY	
22989	Laserjet 4250 Ethernet	CNRXR20095	Hewlett Packard	4250DTN		ABC – Warehouse	Madison	8A-5P Next Day	
23178	Laserjet 4250N Ethernet	CNRXJ88551	Hewlett Packard	4250N		ABC – Warehouse	Madison	8A-5P Next Day	
22594	Laserjet 8150 Ethernet duplex envelope feeder Hi Cap Feeder	JPDLR89884	Hewlett Packard	8150DN		ABC – Warehouse Dispatch	Madison	8A-5P Next Day	
21309	Business Inkjet 2230 Ethernet	MY26SF1465	Hewlett Packard	2230C	C8119A	ABC - Enforcement	Meridian	8A-5P Next Day	
22222	Cisco 3560G 48 port Ethernet Switch	F0C0928U290	Cisco		WS-C3560G-48TS	Meridian District Office	Meridian	8A-5P SAME DAY	
21912	Flatbed Scanner SCSI	606056	Fujitsu	FI4220C		Meridian District Office	Meridian	8A-5P Next Day	
22578	ML370 G4 Tower 3.8GHz 2GB RAM 2-73GB hard drives mirrored, 10/100 NIC. Netware 6.5	USE616NA04	Hewlett Packard	ML370		Meridian District Office	Meridian	8A-5P SAME DAY	
21885	Laserjet 4200	USGNS19317	Hewlett	4200	Q2425A	Meridian District	Meridian	8A-5P	

	Ethernet duplex envelope feeder Hi Cap Feeder		Packard			Office		Next Day	
23189	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNRXL79534	Hewlett Packard	4250DTN		Meridian District Office	Meridian	8A-5P Next Day	
23030	Batch feed scanner	CZ310264	Canon	DR9080C		Accounting	Raymond	8A-5P Next Day	
23006	Laserjet 4250 workstation attached	CNRXG63979	Hewlett Packard	4250		Accounting	Raymond	8A-5P Next Day	
21700	Laserjet 4200 Ethernet Hi Cap Feeder	USDNN02108	Hewlett Packard	4200	Q2425A	Accounting	Raymond	8A-5P Next Day	
23571	Color LaserJet 4700dn Printer Ethernet Duplex	JP8LD18588	Hewlett Packard	4700DN		Accounting	Raymond	8A-5P Next Day	
22381	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNGXC29173	Hewlett Packard	4250N		Ad Valorem Tax	Raymond	8A-5P Next Day	
20504	Deskjet 2500C workstation attached	SG96J1203T	Hewlett Packard	2500C	C2684A	Ad Valorem Tax	Raymond	8A-5P Next Day	
21285	Laserjet 5000 workstation attached	JPC3015241	Hewlett Packard	5000	C4110A	Administrative Services	Raymond	8A-5P Next Day	
21104	2000 sheet input for Laserjet 8150	USBF012904	Hewlett Packard	8150	C4781A	Administrative Services	Raymond	8A-5P Next Day	
21271	Laserjet 5000 printer workstation attached	JPB3164407	Hewlett Packard	5000		Administrative Services	Raymond	8A-5P Next Day	
21874	Flatbed Scanner SCSI	605989	Fujitsu		FI4220C	Collections	Raymond	8A-5P Next Day	
23198	Laserjet 4250	CNRXG64416	Hewlett	4250		Collections	Raymond	8A-5P	

	workstation attached		Packard					Next Day	
22990	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNRXL79816	Hewlett Packard	4250DTN		Collections	Raymond	8A-5P Next Day	
22380	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNGXC29170	Hewlett Packard	4250N		Collections	Raymond	8A-5P Next Day	
23194	Laserjet 4250 workstation attached	CNRXH61008	Hewlett Packard	4250		Collections	Raymond	8A-5P Next Day	
20805	T6180 Parallel attached matrix printer.	J68J086135	TALLY	T6180		Computer Room	Raymond	8A-5P Next Day	
N/A	SmartUPS RM2200 3U	WS9915007037	APC	2200		Computer Room DRDC Rack	Raymond	8A-5P Next Day	
23201	Smart-UPS RM1400XL	AS0712260150	APC	1400		Computer Room EDISVR	Raymond	8A-5P Next Day	
23015	PowerVault 220S rack mount. 5110 storage, 5-300GB RAID5	57L64D1	Dell	5110		Computer Room EDISVR	Raymond	8A-5P SAME DAY	
23028	Poweredge 2950 rack mount, Xeon 1.6GHz dual core x 2, 8 GB RAM, 2 x 146 GB RAID 1, GigE NIC – Windows 2003 Enterprise R2SP2 – EDISVR1a. Connected to 23015	3FTG4D1	Dell	2950		Computer Room EDISVR1a	Raymond	8A-5P SAME DAY	

23029	Poweredge 2950 rack mount, Xeon 1.6GHz dual core x 2, 8 GB RAM, 2 x 146 GB RAID 1, GigE NIC – Windows 2003 Enterprise R2SP2 – EDISVR1b. Connected to 23015	BFTG4D1	Dell	2950		Computer Room EDISVR1b	Raymond	8A-5P SAME DAY	
23381	Smart-UPS RM2200	JS0809001664	APC	2200		Computer Room Equipment Rack	Raymond	8A-5P Next Day	
23234	Smart-UPS RM2200	JS0722002597	APC	2200		Computer Room Equipment Rack	Raymond	8A-5P Next Day	
21648	Cisco 3550 12 port Gigabit Ethernet switch, Gigastack Copper Module	CHK0652V1V0	Cisco		WS-C3550-12T	Computer Room Equipment Rack	Raymond	8A-5P SAME DAY	
21265	Cisco 3548 48 port Ethernet switch, 1000Base-SX Gigastack Module, Gigastack Copper Module	CNM3430BRA	Cisco		WS-C3548-XL	Computer Room Equipment Rack	Raymond	8A-5P SAME DAY	
22235	Cisco 3750G 48 port Ethernet Switch – These 4 interconnected with Stackwise stacking cables This device also	F0C0930U0MR	Cisco		WS-C3750G-48TS	Computer Room Equipment Rack	Raymond	8A-5P SAME DAY	

	has GE SFP LC SX transceiver.								
22239	Cisco 3750G 48 port Ethernet Switch – These 4 interconnected with Stackwise stacking cables This device also has GE SFP LC SX transceiver.	F0C0930U0MN	Cisco		WS-C3750G-48TS	Computer Room Equipment Rack	Raymond	8A-5P SAME DAY	
22232	Cisco 3750G 48 port Ethernet Switch – These 4 interconnected with Stackwise stacking cables This device also has GE SFP LC SX transceiver.	F0C0930U0NF	Cisco		WS-C3750G-48TS	Computer Room Equipment Rack	Raymond	8A-5P SAME DAY	
22590	Cisco 3750G 24 port Ethernet Switch – These 4 interconnected with Stackwise stacking cables	F0C1016Y0K7	Cisco		WS-C3750G-24TS	Computer Room Equipment Rack	Raymond	8A-5P SAME DAY	
22229	Cisco 3560G 24 port Ethernet Switch	F0C0928U09G	Cisco		WS-C3560G-24TS	Computer Room Equipment Rack	Raymond	8A-5P SAME DAY	
20526	Proliant 1600 Tower Pentium II 450, 256 MB RAM, 3 x 4.3 GB Disk Drives SCSI RAID 5 Single channel, Internal 4/8GB DAT, External	D914CFS10016	Compaq	1600	1600.013333	Computer Room Equipment Rack	Raymond	8A-5P SAME DAY	

	8mm, Gig-Ethernet NIC, SCO Unix 2.1.3								
19924	SureStore DAT24 SCSI tape drive (connected to ABCPROD)	GB00379856	Hewlett Packard			Computer Room Equipment Rack	Raymond	8A-5P Next Day	
21644	AIT3 Tape drive, SCSI	3902C476	SONY	SDX D700C		Computer Room MDA	Raymond	8A-5P Next Day	
23385	Smart-UPS RT8000	NS0803023965	APC	8000		Computer Room MDA Rack	Raymond	8A-5P Next Day	
21642	ML370 G3 Rack Server, Linux, Hotplug redundant Power Supply, 2 - 8.2 GB HDD 15k RPM U160 mirror, Pentium Xeon 2.4 GHz, 4.5 GB RAM, Gig-Ethernet NIC	D310KJ43H138	Compaq	ML370	257918-001	Computer Room MDA Rack	Raymond	8A-5P SAME DAY	
21639	ML370 G3 Rack Server, Linux, Hotplug redundant Power Supply, 2 - 8.2 GB HDD 15k RPM U160 mirror, Pentium Xeon 2.4 GHz, 1 GB RAM, Gig-Ethernet NIC	D310KJ43H192	Compaq	ML370	257918-001	Computer Room MDA Rack	Raymond	8A-5P SAME DAY	
21652	TFT5600 Rack Mount Integrated Kybd/Monitor	9X33JTJ8K341	Compaq	TFT5600	221546-001	Computer Room MDA Rack	Raymond	8A-5P Next Day	

	Carbon								
21640	ML370 G3 Rack Server, Linux, Hotplug redundant Power Supply, 2 - 8.2 GB HDD 15k RPM U160 mirror, Pentium Xeon 2.4 GHz, 1 GB RAM, Gig-Ethernet NIC	D310KJ43H035	Compaq	ML370	257918-001	Computer Room MDA Rack	Raymond	8A-5P SAME DAY	
21630	R3000 XR Rack Mount UPS	TV103A1344	Compaq	R3000		Computer Room MDA Rack	Raymond	8A-5P Next Day	
20985	DLT20/40 external tape drive, SCSI	1230529	Compaq			Computer Room MDA Rack	Raymond	8A-5P Next Day	
21638	ML370 G3 Rack Server, Linux, Hotplug redundant Power Supply, 2 - 8.2 GB HDD 15k RPM U160 mirror, Pentium Xeon 2.4 GHz, 2 GB RAM, Gig-Ethernet NIC	D310KJ43H120	Compaq	ML370	257918-001	Computer Room MDA Rack	Raymond	8A-5P SAME DAY	
21629	R3000 XR Rack Mount UPS	TV103A1343	Compaq	R3000		Computer Room MDA Rack	Raymond	8A-5P Next Day	
21643	ML530 G2 Rack Server, Linux, Hotplug triple redundant Power Supply, 7 - 8.2 GB HDD 15k RPM U160 RAID 5 with 1	D315JQ51H008	Dell	ML530		Computer Room MDA Rack	Raymond	8A-5P SAME DAY	

	hot spare, Smart Array 5302/128 Controller, Dual Pentium Xeon 2.4 GHz, Smart Array 5402/128 2 channel U320 Controller, 5 GB RAM, Gig-Ethernet NIC								
21733	Storageworks 4354R RM U3 Pluggable Storage cabinet with 14 - 146.8 GB HDD 10k RPM U320 RAID 5 x 2 with 2 hot spares on 2 channels	USZ0332F4K	Hewlett Packard	4354R	190211-001	Computer Room MDA Rack	Raymond	8A-5P SAME DAY	
23266	Storageworks MSA20, 12-750GB RAID5	E038MJ183	Hewlett Packard	MSA20		Computer Room MDA Rack	Raymond	8A-5P SAME DAY	
23231	Smart-UPS RT3000 RM	NS0632031802	APC	3000		Computer Room Novell Rack #1	Raymond	8A-5P Next Day	
N/A	R3000 XR Rack Mount UPS	unk	Compaq	R3000		Computer Room Novell Rack #1	Raymond	8A-5P Next Day	
21064	ML370 Tower Server. 3 GB RAM. Dual 3.2 Ghz processors. 6 x 36.4 GB 10k RPM RAID 5. Redundant Power Supply (3). Gig-Ethernet NIC – Netware 6.5 -	USE519A331	Compaq	ML370	ML370T01	Computer Room Novell Rack #1	Raymond	8A-5P SAME DAY	

	(MSTC-IRS)								
21319	ML530 Rack Mount Server Novell Netware 5.1, 3 GB RAM. 12 x 72.8 GB 10k RPM Disk Drives Wide Ultra RAID 5. Redundant Power Supply (3). Gig-Ethernet NIC. (MSTC1)	D240MFG50241	Compaq	ML530	261759-001	Computer Room Novell Rack #1	Raymond	8A-5P SAME DAY	
22584	TFT7600 Rack Mount Integrated Kybd/Monitor	2C464301XX	Compaq	TFT7600		Computer Room Novell Rack #1	Raymond	8A-5P Next Day	
22582	StorageWorks MSL6000 LTO tape changer library, 28 slots, 2 changers, 4 heads, 2 robots	USX614Z043	Hewlett Packard	MSL6000	AD598A	Computer Room Novell Rack #1	Raymond	8A-5P SAME DAY	
23272	Proliant ML370 G5 rack mount, 2-2.3 GHz, 3 GB RAM, 2-72 GB SAS RAID1, GigE NIC – Netware 6.5 – (MSTC-DHCP)	USE818N9M7	Hewlett Packard	ML370		Computer Room Novell Rack #1	Raymond	8A-5P SAME DAY	
22581	StorageWorks MSL6000 LTO tape changer library, 28 slots, 2 changers, 4 heads, 2 robots	USX614Z003	Hewlett Packard	MSL6000	AD598A	Computer Room Novell Rack #1	Raymond	8A-5P SAME DAY	
23273	Proliant ML370 rack mount,	USE818N9M8	Hewlett Packard	ML370		Computer Room Novell Rack #1	Raymond	8A-5P SAME	

	P600x2, 3 GB RAM, SmartArray 5300, 2-72 GB SAS Hard Drives, GigE PCIx NIC, SCSI attached to qty. 2 MSL600 Tape Libraries (inv. # 22581 & # 22582) – Netware 6.5 – (MSTC-BACKUP)							DAY	
23379	Smart-UPS RM2200	JS0809001588	APC	2200		Computer Room Novell Rack #2	Raymond	8A-5P Next Day	
23282	MDA3000 Powervault rack mount. 7-300 GB SAS RAID5, SAS external conectivity to inventory # 23280 and #23281.	5JFJBG1	Dell	MDA3000		Computer Room Novell Rack #2	Raymond	8A-5P SAME DAY	
23281	Poweredge 2950 rack mount 2-1.8GHz PIII, 8GB RAM, 2-146GB SAS RAID1, 2 GigE NICs – Netware 6.5 Cluster – MSTC1b. Connected to inventory # 23282 via SAS	JYKKBG1	Dell	2950		Computer Room Novell Rack #2	Raymond	8A-5P SAME DAY	

23280	Poweredge 2950 rack mount 2-1.8GHz PIII, 8GB RAM, 2-146GB SAS RAID1, 2 GigE NICs – Netware 6.5 Cluster – (MSTC1a). Connected to inventory # 23282 via SAS	HYKKBG1	Dell	2950		Computer Room Novell Rack #2	Raymond	8A-5P SAME DAY	
22734	ProLiant DL380 G4 rack mount Xeon 3.4 GHz, 4 GB RAM, 3-26GB SCSI RAID 5, GigE integrated NIC – Netware 6.5 – (MSTC-WWW2)		Hewlett Packard	DL380		Computer Room Novell Rack #2	Raymond	8A-5P SAME DAY	
23274	ProLiant ML370 G5 rack mount, 2-2.3 GHz, 3 GB RAM, 8-146 GB SAS RAID5, GigE NIC – Netware 6.5 – (MSTC-CR-REPO)	USE818N9M9	Hewlett Packard	ML370		Computer Room Novell Rack #2	Raymond	8A-5P SAME DAY	
23376	Smart-UPS RM2200	JS0809001659	APC	2200		Computer Room Phoenix	Raymond	8A-5P Next Day	
23382	Smart-UPS RM2200	JS0809001662	APC	2200		Computer Room Phoenix	Raymond	8A-5P Next Day	
21470	ML370 rack mount server. Microsoft	D302JQ31D003	Compaq	ML370	195293-001	Computer Room Phoenix	Raymond	8A-5P SAME DAY	

	Windows 2000 Server. 3 GB RAM. Dual 2.4 Ghz Xeon processors. Redundant Power Supply (2). Gig-Ethernet NIC. (MSTCCR1)								
21471	ML530 rack mount server. Microsoft Windows 2000 Server. 3 GB RAM. Dual 2.4 Ghz Xeon processors. 3-36GB SCSI RAID5. Redundant Power Supply (2). Gig-Ethernet NIC. (Phoenix3)	D303JQ31D013	Compaq	ML370		Computer Room Phoenix	Raymond	8A-5P SAME DAY	
23386	PowerEdge 2950 rack mount, Intel E5205 (dual core) 1.86 Ghz per core, 4GB ram, 2x146GB Raid 0, GigE NIC. Windows 2000 Server. - (Phoenix1)	GZPNNG1	Dell	2950		Computer Room Phoenix	Raymond	8A-5P SAME DAY	
23373	Proliant DL380 G5 rack mount Intel E5440 Quad core 2.83	2UX82203CW	Hewlett Packard	DL380		Computer Room Phoenix	Raymond	8A-5P SAME DAY	

	GHz per core, 4 GB RAM, 2-146GB RAID 1, GigE integrated NIC – Windows 2003 Server Standard – (Phoenix2)								
23377	Smart-UPS RM2200	JS0809002597	APC	2200		Computer Room RP Rack	Raymond	8A-5P Next Day	
23384	Smart-UPS RM3000	JS0803021543	APC	3000		Computer Room Switch Rack	Raymond	8A-5P Next Day	
23290	Smart-UPS RM2200	JS0807015219	APC	2200		Computer Room Titanium Rack	Raymond	8A-5P Next Day	
23380	Smart-UPS RM2200	JS0809001663	APC	2200		Computer Room Windows Rack	Raymond	8A-5P Next Day	
23283	Proliant DL380 G5 Rack Mount, Intel E5440 (quad core) 2.83 Ghz per core, 4GB Ram, 4x146GB SAS Raid 1, GigE NIC, redundant power supplies. Windows 2003 Server Standard. - (MSTC-COL1)	2UX81203HW	Hewlett Packard	DL380		Computer Room Titanium Rack	Raymond	8A-5P SAME DAY	
23284	Proliant DL380 G5 Rack Mount, Intel E5440 (quad core) 2.83 Ghz per core, 4GB Ram, 2x146GB SAS Raid 1, GigE NIC, redundant	2UX81203PK	Hewlett Packard	DL380		Computer Room Titanium Rack	Raymond	8A-5P SAME DAY	

	power supplies. Windows 2003 Server Standard. - (MSTC-COL2)								
23285	Proliant DL380 G5 Rack Mount, Intel E5440 (quad core) 2.83 Ghz per core, 4GB Ram, 2x146GB SAS Raid 1, GigE NIC, redundant power supplies. Windows 2003 Server Standard. - (MSTC-COL3)	2UX81203HV	Hewlett Packard	DL380		Computer Room Titanium Rack	Raymond	8A-5P SAME DAY	
23286	Proliant DL380 G5 Rack Mount, Intel E5440 (quad core) 2.83 Ghz per core, 4GB Ram, 2x72 GB SAS Raid 1, GigE NIC, redundant power supplies. Centos Linux 5.1. - (MSTC- COLLinux1)	2UX81203PL	Hewlett Packard	DL380		Computer Room Titanium Rack	Raymond	8A-5P SAME DAY	
23287	Proliant DL380 G5 Rack Mount, Intel E5440 (quad core) 2.83 Ghz per core, 4GB Ram, 2x72 GB SAS Raid 1, GigE NIC,	2UX81203PJ	Hewlett Packard	DL380		Computer Room Titanium Rack	Raymond	8A-5P SAME DAY	

	redundant power supplies. Centos Linux 5.1. - (MSTC-COLLinux2)								
23288	MONITOR Rack MOUNTED	2C47470059	Hewlett Packard			Computer Room Titanium Rack	Raymond	8A-5P Next Day	
21022	ML370 Tower P3 600 MHz x 2 1GB RAM 6-17GB hard drives RAID5, 10/100 NIC, GigE PCI NIC, 20/40 DLT4 (external) – Windows NT4 SP6 -(MSTC-PDC1)	D025FNB1K101	Compaq	ML370		Computer Room Windows Rack	Raymond	8A-5P SAME DAY	
21318	ML530 Rack Mount Server. 3 GB RAM. Microsoft Windows 2000 Server. 3 x 36.4 GB 10k RPM SCSI RAID 5. 40/80 GB DLT internal. Redundant Power Supply (3). Gig-Ethernet NIC. (ABC-SABER)	D237JQ31D036	Compaq	ML530	261759-001	Computer Room Windows Rack	Raymond	8A-5P SAME DAY	
21028	Proliant ML370 Tower dual P3 600MHz processors	D025FNB1K084	Compaq	ML370		Computer Room Windows Rack	Raymond	8A-5P SAME DAY	

	750MB Ram 2 hard drives non RAID, GigE PCI NIC. Windows NT4 SP6 - (MSTC-BDC1)								
23406	StorageWorks MSL6000 LTO tape changer library, 28 slots, 2 changers, 4 heads, 2 robots	2U27410027	Hewlett Packard	MSL6000		Computer Room Windows Rack	Raymond	8A-5P SAME DAY	
23372	Proliant DL380 G5 Rack Mount, Intel E5440 (quad core) 2.83 Ghz per core, 4GB Ram, 2x146GB Raid 1, GigE NIC, redundant power supplies. Windows 2003 Server Standard. (WINBACKUP). Connected to 23406 Storage works tape changer.	2UX825002H	Hewlett Packard	DL380		Computer Room Windows Rack	Raymond	8A-5P SAME DAY	
20970	Laserjet 4050 workstation attached	USBG001314	Hewlett Packard	4050	C4251A	DRDC Processing	Raymond	8A-5P Next Day	
21849	Flatbed Scanner SCSI	605456	Fujitsu	Fi-4220C		Equalization	Raymond	8A-5P Next Day	
20528	Laserjet 4000 workstation attached	USMB144434	Hewlett Packard	4000	C4118A	Equalization	Raymond	8A-5P Next Day	
22383	Laserjet 4250	CNGXD49279	Hewlett	4250N		Equalization	Raymond	8A-5P	

	Ethernet duplex envelope feeder Hi Cap Feeder		Packard					Next Day	
22391	Color LaserJet 4700dn Printer Ethernet Duplex	JPLLC12725	Hewlett Packard	4700DN	Q7493A	Equalization	Raymond	8A-5P Next Day	
22736	Flatbed Scanner SCSI	007602	Fujitsu	Fi-5220C		Executive	Raymond	8A-5P Next Day	
22568	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNGXD60325	Hewlett Packard	4250DTN		Executive	Raymond	8A-5P Next Day	
20527	Laserjet 4000 workstation attached	USMB117485	Hewlett Packard	4000	C4118A	Executive	Raymond	8A-5P Next Day	
21989	Laserjet 4200 Workstation	USGNN58189	Hewlett Packard	4200		Executive	Raymond	8A-5P Next Day	
23200	Laserjet 4250 workstation attached	CNRXH61014	Hewlett Packard	4250		Field Services	Raymond	8A-5P Next Day	
21704	Laserjet 4200 workstation attached	USDNN05181	Hewlett Packard	4200	Q2425A	Field Services	Raymond	8A-5P Next Day	
23329	Laserjet 4014N Ethernet workstation attached	CNDX105216	Hewlett Packard	4014N		Field Services	Raymond	8A-5P Next Day	
21889	Hp Laserjet 4200 Workstation attached	USGNM17600	Hewlett Packard	4200		Field Services	Raymond	8A-5P Next Day	
21815	Laserjet 4200 workstation attached	USGNN07585	Hewlett Packard	4200	Q2425A	Field Services	Raymond	8A-5P Next Day	
19567	TDX Tape Drive	65100087	IBM		MS8400Z	Field Services Conference Room	Raymond	8A-5P Next Day	
23192	Laserjet 4250 Ethernet duplex envelope feeder	CNRXJ91796	Hewlett Packard	4250DTN		Foreign Audit	Raymond	8A-5P Next Day	

	Hi Cap Feeder								
23003	Laserjet 4250 workstation attached	CNRXC91811	Hewlett Packard	4250		Foreign Audit	Raymond	8A-5P Next Day	
20537	Laserjet 4000 workstation attached	USMC112042	Hewlett Packard	4200	C4118A	Homestead	Raymond	8A-5P Next Day	
23328	Laserjet 4014N Ethernet	CNDX309409	Hewlett Packard	4014N		Homestead	Raymond	8A-5P Next Day	
23315	Laserjet 4014N Ethernet workstation attached	CNDX105220	Hewlett Packard	4014N		Homestead	Raymond	8A-5P Next Day	
21866	Laserjet 4200 Ethernet duplex envelope feeder Hi Cap Feeder	USGNX27773	Hewlett Packard	4200	Q2425A	Homestead	Raymond	8A-5P Next Day	
22985	Laserjet 4250 workstation attached	CNRXL49670	Hewlett Packard	4250		Homestead	Raymond	8A-5P Next Day	
23278	Flatbed Scanner SCSI	016366	Fujitsu	5220C		Human Resources	Raymond	8A-5P Next Day	
23004	Laserjet 4250 workstation attached	CNRXJ79547	Hewlett Packard	4250		Human Resources	Raymond	8A-5P Next Day	
23197	Laserjet 4250 workstation attached	CNRXJ73213	Hewlett Packard	4250		Human Resources	Raymond	8A-5P Next Day	
22735	Color LaserJet 4700dn Printer Ethernet NIC workstation attached Duplex	CNBC67V0MR	Hewlett Packard	2605DN		Human Resources	Raymond	8A-5P Next Day	
23196	Laserjet 4250 workstation attached	CNRXH61011	Hewlett Packard	4250		Human Resources	Raymond	8A-5P Next Day	
23237	Color LaserJet 3600dn Printer	CNWCH96487	Hewlett Packard	3600DN		Human Resources	Raymond	8A-5P Next Day	

	Ethernet Duplex								
23321	Laserjet 4014N Ethernet	CNDX309426	Hewlett Packard	4014N		Human Resources	Raymond	8A-5P Next Day	
23295	Batch feed scanner	CZ314075	CANON	DR9080C		Income Tax	Raymond	8A-5P Next Day	
21273	Laserjet 5000 printer workstation attached	JPB3104990	Hewlett Packard	5000	C4110A	Income Tax	Raymond	8A-5P Next Day	
21813	Laserjet 4200 printer workstation attached	USGNS07597	Hewlett Packard	4200	Q2425A	Income Tax	Raymond	8A-5P Next Day	
20536	Laserjet 4000 workstation attached	USMB169921	Hewlett Packard	4000	C4118A	Income Tax	Raymond	8A-5P Next Day	
20510	Laserjet 4000 workstation attached	USQB008687	Hewlett Packard	4000	C4118A	Income Tax	Raymond	8A-5P Next Day	
23322	Laserjet 4014N Ethernet workstation attached	CNDX309410	Hewlett Packard	4014N		Income Tax	Raymond	8A-5P Next Day	
21907	Laserjet 4200 workstation attached	USGNN27726	Hewlett Packard	4200	Q2425A	Income Tax	Raymond	8A-5P Next Day	
21809	2000 sheet input for Laserjet 8150	JPBLM73635	Hewlett Packard	8150	C4781A	Income Tax	Raymond	8A-5P Next Day	
23269	Laserjet 4250 workstation attached	JPRFH12763	Hewlett Packard	4250		Income Tax	Raymond	8A-5P Next Day	
23314	Laserjet 4014N Ethernet workstation attached	CNDX105214	Hewlett Packard	4014N		Income Tax	Raymond	8A-5P Next Day	
22385	Laserjet 4250 Ethernet NIC Workstation	CNGXB33410	Hewlett Packard	4250N		Income Tax	Raymond	8A-5P Next Day	

	attached								
20535	Laserjet 4000 workstation attached	USMB144446	Hewlett Packard	4000	C4118A	Income Tax	Raymond	8A-5P Next Day	
22382	Laserjet 4250 Ethernet NIC Workstation attached	CNGXB33409	Hewlett Packard	4250N		Income Tax – RAR	Raymond	8A-5P Next Day	
21905	Laserjet 4200 workstation attached	USGNN18470	Hewlett Packard	4200	Q2425A	Income Tax – RAR	Raymond	8A-5P Next Day	
21819	Scanner SCSI	603572	Fujitsu	FI4220C		Income Tax	Raymond	8A-5P Next Day	
21913	Flatbed Scanner SCSI	606051	Fujitsu	FI4220C		Income Tax	Raymond	8A-5P Next Day	
21911	Flatbed Scanner SCSI	606068	Fujitsu	FI4220C		Income Tax	Raymond	8A-5P Next Day	
21914	Flatbed Scanner SCSI	606057	Fujitsu	FI4220C		Income Tax	Raymond	8A-5P Next Day	
21694	Laserjet 4200 workstation attached	CNDX308259	Hewlett Packard	4200		Income Tax	Raymond	8A-5P Next Day	
21274	Laserjet 8150 printer Ethernet Duplex Envelope Feeder	JPBLL54022	Hewlett Packard	8150DN	C4267A	Income Tax	Raymond	8A-5P Next Day	
21901	Laserjet 4200 workstation attached	USGNS19316	Hewlett Packard	4200	Q2425A	Income Tax	Raymond	8A-5P Next Day	
23007	Laserjet 4250 workstation attached	CNRXK55220	Hewlett Packard	4250		Income Tax	Raymond	8A-5P Next Day	
21872	SCSI Flatbed Scanner	605900	Fujitsu	FI4220C		Jackson District	Raymond	8A-5P Next Day	
21873	Flatbed Scanner SCSI	604591	Fujitsu	FI4220C		Jackson District	Raymond	8A-5P Next Day	
21893	Laserjet 4200 Ethernet duplex	USGNP19263	Hewlett Packard	4200	Q2425A	Jackson District	Raymond	8A-5P Next Day	

	envelope feeder Hi Cap Feeder								
21703	Laserjet 4200 workstation attached	USDNN04988	Hewlett Packard	4200	Q2425A	Jackson District	Raymond	8A-5P Next Day	
21771	Laserjet 8150 Ethernet Duplex envelope feeder Hi Cap Feeder	JPBLM71812	Hewlett Packard	8150N	C4265A	Jackson District	Raymond	8A-5P Next Day	
22741	Laserjet 4250 Ethernet Hi Cap Feeder	CNGXH40032	Hewlett Packard	4250TN		JDO Conference Room	Raymond	8A-5P Next Day	
23408	Flatbed Scanner SCSI	000992	Fujitsu	6240		Legal	Raymond	8A-5P Next Day	
23407	Flatbed Scanner SCSI	000993	Fujitsu	6240		Legal	Raymond	8A-5P Next Day	
22987	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNRXS12426	Hewlett Packard	4250DTN		Legal	Raymond	8A-5P Next Day	
23008	Laserjet 4250 workstation attached	CNRXK42898	Hewlett Packard	4250		Legal	Raymond	8A-5P Next Day	
23011	Laserjet 4250 workstation attached	CNRXL62740	Hewlett Packard	4250		Legal	Raymond	8A-5P Next Day	
23009	Laserjet 4250 workstation attached	CNRXK55222	Hewlett Packard	4250		Legal	Raymond	8A-5P Next Day	
23014	Laserjet 4250 workstation attached	CNRXR09698	Hewlett Packard	4250		Legal	Raymond	8A-5P Next Day	
21810	Laserjet 8150 Ethernet Duplex envelope feeder Hi Cap Feeder	JPBLM73432	Hewlett Packard	8150N		Legal	Raymond	8A-5P Next Day	
23012	Laserjet 4250 workstation	CNRXK55221	Hewlett Packard	4250		Legal	Raymond	8A-5P Next Day	

	attached								
23013	Laserjet 4250 workstation attached	CNRXR09702	Hewlett Packard	4250		Legal	Raymond	8A-5P Next Day	
23010	Laserjet 4250 workstation attached	CNRXR09703	Hewlett Packard	4250		Legal	Raymond	8A-5P Next Day	
22378	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNGXC29174	Hewlett Packard	4250N		Mail Room	Raymond	8A-5P Next Day	
21710	Flatbed Scanner SCSI	601505	Fujitsu	Fi-4220C	4220C	Miscellaneous Tax	Raymond	8A-5P Next Day	
21908	Laserjet 4200 workstation attached	USGNN18453	Hewlett Packard	4200	Q2425A	Miscellaneous Tax	Raymond	8A-5P Next Day	
21769	2000 sheet input for Laserjet 8150	JPBLM72408	Hewlett Packard	8150	C4781A	Miscellaneous Tax	Raymond	8A-5P Next Day	
21898	Laserjet 4200 workstation attached	USGNP19268	Hewlett Packard	4200	Q2425A	Motor Vehicle Licensing	Raymond	8A-5P Next Day	
23211	Laserjet 9050N Ethernet duplex Hi Cap Feeder	JPFL74M04Z	Hewlett Packard	9050N		Motor Vehicle Licensing	Raymond	8A-5P Next Day	
21896	Laserjet 4200 printer workstation attached	USGNP19226	Hewlett Packard	4200	Q2425A	Motor Vehicle Licensing	Raymond	8A-5P Next Day	
21902	Laserjet 4200 Ethernet duplex envelope feeder Hi Cap Feeder	USGNM05147	Hewlett Packard	4200	Q2425A	Motor Vehicle Licensing	Raymond	8A-5P Next Day	
23317	Laserjet 4014N Ethernet workstation attached	CNDX309411	Hewlett Packard	4014N		Motor Vehicle Licensing	Raymond	8A-5P Next Day	
23181	Laserjet 4250N Ethernet	CNRXL88808	Hewlett Packard	4250N		Motor Vehicle Licensing	Raymond	8A-5P Next Day	

23180	Laserjet 4250N Ethernet	CNRXH68227	Hewlett Packard	4250N		Motor Vehicle Licensing	Raymond	8A-5P Next Day	
21707	Deskjet 1220C printer workstation attached	SG35J130R3	Hewlett Packard	1220C	C2694A	Motor Vehicle Licensing	Raymond	8A-5P Next Day	
23179	Laserjet 4250N Ethernet	CNRXS11922	Hewlett Packard	4250N		Motor Vehicle Licensing	Raymond	8A-5P Next Day	
21812	Laserjet 4200 Ethernet NIC workstation attached	USGNN07593	Hewlett Packard	4200	Q2425A	Motor Vehicle Licensing	Raymond	8A-5P Next Day	
19222	Flatbed Scanner SCSI	2108	Fujitsu	M3096		OIT	Raymond	8A-5P Next Day	
19221	Flatbed Scanner SCSI	2158	Fujitsu	M3096		OIT	Raymond	8A-5P Next Day	
19230	Flatbed Scanner SCSI	2109	Fujitsu	M3096		OIT	Raymond	8A-5P Next Day	
19227	Flatbed Scanner SCSI	2163	Fujitsu	M3096		OIT	Raymond	8A-5P Next Day	
19228	Flatbed Scanner SCSI	2106	Fujitsu	M3096		OIT	Raymond	8A-5P Next Day	
19223	Flatbed Scanner SCSI	2164	Fujitsu	M3096		OIT	Raymond	8A-5P Next Day	
23409	Color LaserJet 4700dn Printer Ethernet Duplex	JP8LC17369	Hewlett Packard	4700DN		OIT	Raymond	8A-5P Next Day	
21884	2000 sheet input for Laserjet 8150	JPBLM93450	Hewlett Packard	8150N	C4781A	OIT	Raymond	8A-5P Next Day	
21894	2000 sheet input for Laserjet 8150	JPBLM93561	Hewlett Packard	8150N	C4781A	OIT	Raymond	8A-5P Next Day	
23326	Laserjet 4014N Ethernet	CNDX309414	Hewlett Packard	4014N		OIT - ACCTEST	Raymond	8A-5P Next Day	
20530	Laserjet 4000 workstation attached	USMB117398	Hewlett Packard	4000	C4118A	OIT – Fred Hobson	Raymond	8A-5P Next Day	
23027	STATION DOCKING	CNU709XRQM	Hewlett Packard			OIT – Freddie Logan	Raymond	8A-5P Next Day	

	COMP								
20529	Laserjet 4000 workstation attached	USMB089440	Hewlett Packard	4000		OIT – Herbert Kelly	Raymond	8A-5P Next Day	
22312	Laserjet 4250 Ethernet NIC Workstation attached	CNGXH09621	Hewlett Packard	4250N		OIT - Jeff Bynum	Raymond	8A-5P Next Day	
23320	Laserjet 4014N Ethernet	CNDX309402	Hewlett Packard	4014N		OIT – Legacy	Raymond	8A-5P Next Day	
23259	Laserjet 4250 workstation attached	CNRXX04535	Hewlett Packard	4250		OIT - Sudharani Chinthaparathi	Raymond	8A-5P Next Day	
22998	Laserjet 4250 workstation attached	CNRXC91810	Hewlett Packard	4250		OIT – Barbara Fields	Raymond	8A-5P Next Day	
20534	Laserjet 4000 workstation attached	USMB170937	Hewlett Packard	4200	C4118A	OIT – David Logan	Raymond	8A-5P Next Day	
22071	Laserjet 4250 workstation attached	CNBXC12342	Hewlett Packard	4250		OIT – Freddie Logan	Raymond	8A-5P Next Day	
21701	Laserjet 4200 workstation attached	USDNN02113	Hewlett Packard	4200	Q2425A	OIT – James White	Raymond	8A-5P Next Day	
21811	Laserjet 4200 workstation attached	USGNS07592	Hewlett Packard	4200	Q2425A	OIT – Jennifer Summerlin	Raymond	8A-5P Next Day	
21699	Laserjet 4200 workstation attached	CNBX13923	Hewlett Packard	4200	Q2425A	OIT – Michael Yates	Raymond	8A-5P Next Day	
21698	Laserjet 4200 workstation attached	USDNN04985	Hewlett Packard	4200	Q2425A	OIT – Robert Livingston	Raymond	8A-5P Next Day	
21695	Laserjet 4200 workstation attached	USBNP13425	Hewlett Packard	4200	Q2425A	OIT – Susan Wilks	Raymond	8A-5P Next Day	
23236	Batch feed	CZ312111	CANON	DR9080C		Petroleum Tax	Raymond	8A-5P	

	scanner							Next Day	
21770	2000 sheet input for Laserjet 8150	JPBLR16610	Hewlett Packard	8150	C4781A	Petroleum Tax	Raymond	8A-5P Next Day	
21696	Laserjet 4200 workstation attached	USDNN02112	Hewlett Packard	4200	Q2425A	Petroleum Tax	Raymond	8A-5P Next Day	
23275	Laserjet 4014N Ethernet workstation attached	CNDY208301	Hewlett Packard	4014N		Petroleum Tax	Raymond	8A-5P Next Day	
21624	Business Deskjet 2600, Ethernet	SG27P370NT	Hewlett Packard	2600		Petroleum Tax	Raymond	8A-5P Next Day	
21904	Laserjet 4200 workstation attached	USGNN18473	Hewlett Packard	4200	Q2425A	Petroleum Tax	Raymond	8A-5P Next Day	
23327	Laserjet 4014N Ethernet	CNBX102699	Hewlett Packard	4014N		Print Shop	Raymond	8A-5P Next Day	
22592	Cisco 3750G 24 port Ethernet Switch	F0C1012Y2Y1	Cisco		WS-C3750G-24TS	Print Shop	Raymond	8A-5P SAME DAY	
23210	COMPUTER UPS	NS0634001398	APC			Processing	Raymond	8A-5P Next Day	
23031	Batch feed scanner	CZ310910	CANON	DR9080C		Processing	Raymond	8A-5P Next Day	
23032	Batch feed scanner	CZ310260	CANON	DR9080C		Processing	Raymond	8A-5P Next Day	
22390	Laserjet 4250 Ethernet NIC Workstation attached	CNGXB33412	Hewlett Packard	4250N		Processing	Raymond	8A-5P Next Day	
22996	Laserjet 4250 workstation attached	CNRXL50869	Hewlett Packard	4250		Processing	Raymond	8A-5P Next Day	
23000	Laserjet 4250 workstation attached	CNRXC91812	Hewlett Packard	4250		Processing	Raymond	8A-5P Next Day	
22387	Laserjet 4250 Ethernet NIC	CNGXB33405	Hewlett Packard	4250N		Processing	Raymond	8A-5P Next Day	

	Workstation attached								
22995	Laserjet 4250 workstation attached	CNRXL51791	Hewlett Packard	4250		Processing	Raymond	8A-5P Next Day	
22993	Laserjet 4250 workstation attached	CNRXB96306	Hewlett Packard	4250		Processing	Raymond	8A-5P Next Day	
22994	Laserjet 4250 workstation attached	CNRXC91808	Hewlett Packard	4250		Processing	Raymond	8A-5P Next Day	
22992	Laserjet 4250 workstation attached	CNRXB96349	Hewlett Packard	4250		Processing	Raymond	8A-5P Next Day	
21816	Laserjet 4200 Ethernet	USGNS07605	Hewlett Packard	4200	Q2425A	Processing	Raymond	8A-5P Next Day	
22567	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNGXD60323	Hewlett Packard	4250N		Purchasing	Raymond	8A-5P Next Day	
21814	Laserjet 4200 workstation attached	USGNN07589	Hewlett Packard	4200	Q2425A	Purchasing	Raymond	8A-5P Next Day	
22737	SCANNER BARCODE	SA0042R28B	SYMBOL			Purchasing	Raymond	8A-5P Next Day	
21049	Label printer	99000330	CODE WRITER		CodeWriter-5106	Purchasing (LYNN)	Raymond	8A-5P Next Day	
21706	Laserjet 4200 workstation attached	USDNN05175	Hewlett Packard	4200	Q2425A	Revenue	Raymond	8A-5P Next Day	
21808	2000 sheet input for Laserjet 8150	JPBLM73455	Hewlett Packard	8150	C4781A	Revenue	Raymond	8A-5P Next Day	
23001	Laserjet 4250 workstation attached	CNRXK58600	Hewlett Packard	4250		Revenue	Raymond	8A-5P Next Day	
21818	Deskjet 9300 Ethernet attached external	CN38M8509S	Hewlett Packard	9300	C8136A	Revenue	Raymond	8A-5P Next Day	

23318	Laserjet 4014N Ethernet workstation attached	CNDX309341	Hewlett Packard	4014N		Revenue	Raymond	8A-5P Next Day	
22997	Laserjet 4250 workstation attached	CNRXC91814	Hewlett Packard	4250		Revenue	Raymond	8A-5P Next Day	
21900	Laserjet 4200 workstation attached	USGNP19267	Hewlett Packard	4200		Revenue	Raymond	8A-5P Next Day	
21697	Laserjet 4200 workstation attached	CNDX101068	Hewlett Packard	4200	Q2425A	Revenue	Raymond	8A-5P Next Day	
23279	Flatbed Scanner SCSI	016325	Fujitsu	5220C		Review Board	Raymond	8A-5P Next Day	
22253	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNDXG03715	Hewlett Packard	4250N		Review Board	Raymond	8A-5P Next Day	
22386	Laserjet 4250 Ethernet NIC Workstation attached	CNGXB33406	Hewlett Packard	4250N		Sales Tax	Raymond	8A-5P Next Day	
21915	Flatbed Scanner SCSI	606628	Fujitsu		FI4220C	Sales Tax	Raymond	8A-5P Next Day	
21820	Flatbed Scanner SCSI	603845	Fujitsu	Fi-4220C		Sales Tax	Raymond	8A-5P Next Day	
21702	Laserjet 4200 workstation attached	USDNP04739	Hewlett Packard	4200	Q2425A	Sales Tax	Raymond	8A-5P Next Day	
23002	Laserjet 4250 workstation attached	CNRXC91816	Hewlett Packard	4250		Sales Tax	Raymond	8A-5P Next Day	
21768	Laserjet 8150 Ethernet Duplex envelope feeder Hi Cap Feeder	JPBLM71927	Hewlett Packard	8150N	C4265A	Sales Tax	Raymond	8A-5P Next Day	
21906	Laserjet 4200	USGNM05154	Hewlett	4200	Q2425A	Sales Tax	Raymond	8A-5P	

	workstation attached		Packard					Next Day	
21899	Laserjet 4200 workstation attached	USGNP19264	Hewlett Packard	4200	Q2425A	Sales Tax	Raymond	8A-5P Next Day	
21103	Laserjet 8150 Ethernet Duplex Envelope feeder Hi Cap Feeder	USBD026091	Hewlett Packard	8150	C4265A	Sales Tax	Raymond	8A-5P Next Day	
21705	Laserjet 4200 workstation attached	CNDX800515	Hewlett Packard	4200	Q2425A	Sales Tax	Raymond	8A-5P Next Day	
22389	Laserjet 4250 Ethernet envelope feeder	CNGXD49290	Hewlett Packard	4250N		Sales Tax	Raymond	8A-5P Next Day	
20538	Laserjet 4000 Ethernet NIC, Hi Cap Sheet Feed	USMB149364	Hewlett Packard	4000	C4118A	SP Processing	Raymond	8A-5P Next Day	
22314	Laserjet 4250 Ethernet	CNGXF30474	Hewlett Packard	4250N		SP Processing	Raymond	8A-5P Next Day	
23235	Batch feed scanner	CZ312064	CANON	DR9080C		Tax Policy	Raymond	8A-5P Next Day	
23186	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	CNRXJ91797	Hewlett Packard	4250DTN		Tax Policy	Raymond	8A-5P Next Day	
23277	Color LaserJet 4700dn Printer Ethernet Duplex	JP4LC15528	Hewlett Packard	4700DN		Tax Policy	Raymond	8A-5P Next Day	
22999	Laserjet 4250 workstation attached	CNRXJ77534	Hewlett Packard	4250		Tax Policy	Raymond	8A-5P Next Day	
23182	Laserjet 4250N Ethernet	CNRXS11878	Hewlett Packard	4250N		Tax Policy	Raymond	8A-5P Next Day	
22384	Laserjet 4250 Ethernet	CNGXC29172	Hewlett Packard	4250N		Titles	Raymond	8A-5P Next Day	
23312	Laserjet 4014N Ethernet	CNDX204951	Hewlett Packard	4014N		Titles	Raymond	8A-5P Next Day	

20533	Laserjet 4000 workstation attached	USMB149360	Hewlett Packard	4000	C4118A	Titles	Raymond	8A-5P Next Day	
23005	Laserjet 4250 workstation attached	CNRXL59562	Hewlett Packard	4250		Titles	Raymond	8A-5P Next Day	
21910	Hp Laserjet 4200 Ethernet NIC Workstation attached	USGNX27758	Hewlett Packard	4200		Titles	Raymond	8A-5P Next Day	
23313	Laserjet 4014N Ethernet workstation attached	CNDX105184	Hewlett Packard	4014N		Titles	Raymond	8A-5P Next Day	
21909	Laserjet 4200 workstation attached	USGNS20339	Hewlett Packard	4200	Q2425A	Titles	Raymond	8A-5P Next Day	
21897	Hp Laserjet 4200 Ethernet NIC Workstation attached	USGNP19266	Hewlett Packard	4200		Titles	Raymond	8A-5P Next Day	
21767	Laserjet 8150 Ethernet Duplex envelope feeder Hi Cap Feeder	JPBLR16609	Hewlett Packard	8150N	C4265A	Titles	Raymond	8A-5P Next Day	
22388	Laserjet 4250 Ethernet	CNGXC29169	Hewlett Packard	4250N		Titles	Raymond	8A-5P Next Day	
21693	Laserjet 4200 workstation attached	USBNP13427	Hewlett Packard	4200		Titles	Raymond	8A-5P Next Day	
20802	2000 sheet input for Laserjet 8100N	USDF005008	Hewlett Packard	8100N	C4781A	Titles	Raymond	8A-5P Next Day	
22379	Laserjet 4250 Ethernet NIC Workstation attached	CNGXC29171	Hewlett Packard	4250N		Titles	Raymond	8A-5P Next Day	
23378	Smart-UPS	JS0809001570	APC	2200		Zone 2 Closet	Raymond	8A-5P	

	RM2200							Next Day	
22240	Cisco 3750G 48 port Ethernet Switch – These 5 switches interconnected with Stackwise stacking cables	F0C0929U1RM	Cisco		WS-C3750G-48TS	Zone 2 Closet	Raymond	8A-5P SAME DAY	
22236	Cisco 3750G 48 port Ethernet Switch – These 5 switches interconnected with Stackwise stacking cables This device also has GE SFP LC SX transceiver.	F0C0929U1U3	Cisco		WS-C3750G-48TS	Zone 2 Closet	Raymond	8A-5P SAME DAY	
22233	Cisco 3750G 48 port Ethernet Switch – These 5 switches interconnected with Stackwise stacking cables	F0C0929U1TQ	Cisco		WS-C3750G-48TS	Zone 2 Closet	Raymond	8A-5P SAME DAY	
23300	Cisco 3750G 24 port Ethernet Switch – These 5 switches interconnected with Stackwise stacking cables	FD01213Y2FL	Cisco		WS-C3750G-24T-S	Zone 2 Closet	Raymond	8A-5P SAME DAY	
22241	Cisco 3750G 48 port Ethernet Switch – These 5 switches interconnected with Stackwise	F0C0929U1TH	Cisco		WS-C3750G-48TS	Zone 2 Closet	Raymond	8A-5P SAME DAY	

	stacking cables								
	Smart-UPS RM2200	YS0419120130	APC	2200		Zone 3 Closet	Raymond	8A-5P Next Day	
22585	Cisco 3750G 48 port Ethernet Switch – These 5 interconnected with Stackwise stacking cables. This device also has GE SFP LC SX transceiver.	F0C1016Y04L	Cisco		WS- C3750G- 48TS	Zone 3 Closet	Raymond	8A-5P SAME DAY	
22589	Cisco 3750G 48 port Ethernet Switch – These 5 interconnected with Stackwise stacking cables	F0C1016Y050	Cisco		WS- C3750G- 48TS	Zone 3 Closet	Raymond	8A-5P SAME DAY	
22586	Cisco 3750G 48 port Ethernet Switch – These 5 interconnected with Stackwise stacking cables	F0C1016Y04E	Cisco		WS- C3750G- 48TS	Zone 3 Closet	Raymond	8A-5P SAME DAY	
22587	Cisco 3750G 48 port Ethernet Switch – These 5 interconnected with Stackwise stacking cables.	F0C1016Y04F	Cisco		WS- C3750G- 48TS	Zone 3 Closet	Raymond	8A-5P SAME DAY	
21266	Cisco 3524 24 port Ethernet switch, 1000Base-SX Gigastack module	0006D70ABD40	Cisco		WS-C3524- XL	Zone 3 Closet	Raymond	8A-5P SAME DAY	
22588	Cisco 3750G 48 port Ethernet	F0C1015Y3AG	Cisco		WS- C3750G-	Zone 3 Closet	Raymond	8A-5P SAME	

	Switch – These 5 interconnected with Stackwise stacking cables				48TS			DAY	
23301	Cisco 3750G 24 port Ethernet Switch	FD01213Y2KF	Cisco		WS-C3750G-24T-S	Zone 3 Closet	Raymond	8A-5P SAME DAY	
23383	Smart-UPS RM2200	JS0809001656	APC	2200		Zone 4 Closet	Raymond	8A-5P Next Day	
22238	Cisco 3750G 24 port Ethernet Switch – These 5 switches interconnected with Stackwise stacking cables	F0C0930U0MX	Cisco		WS-C3750G-48TS	Zone 4 Closet	Raymond	8A-5P SAME DAY	
22237	Cisco 3750G 48 port Ethernet Switch – These 5 switches interconnected with Stackwise stacking cables. This device also has GE SFP LC SX transceiver.	F0C0929U1RJ	Cisco		WS-C3750G-48TS	Zone 4 Closet	Raymond	8A-5P SAME DAY	
22234	Cisco 3750G 48 port Ethernet Switch – These 5 switches interconnected with Stackwise stacking cables. This device also has GE SFP LC SX transceiver.	F0C0929U1SL	Cisco		WS-C3750G-48TS	Zone 4 Closet	Raymond	8A-5P SAME DAY	
23383	Smart-UPS RM2200	JS0809001656	APC	2200		Zone 4 Closet	Raymond	8A-5P Next Day	

22591	Cisco 3750G 24 port Ethernet Switch – These 5 switches interconnected with Stackwise stacking cables	F0C1012Y2WK	Cisco		WS-C3750G-24TS	Zone 4 Closet	Raymond	8A-5P SAME DAY	
23299	Cisco 3750G 24 port Ethernet Switch – These 5 switches interconnected with Stackwise stacking cables	FD01213Y2GU	Cisco		WS-C3750G-24T-S	Zone 4 Closet	Raymond	8A-5P SAME DAY	
21316	Business Inkjet 2230 Ethernet	MY27CF1416	Hewlett Packard	2230C	C8119A	ABC - Enforcement	Senatobia	8A-5P Next Day	
23209	SU3000 UPS	AS0712260148	APC	3000		Senatobia District Office	Senatobia	8A-5P Next Day	
22225	Cisco 3560G 48 port Ethernet Switch	F0C0928U29F	Cisco		WS-C3560G-48TS	Senatobia District Office	Senatobia	8A-5P SAME DAY	
21916	Flatbed Scanner SCSI	0002563	Fujitsu	FI4220C		Senatobia District Office	Senatobia	8A-5P Next Day	
23331	Laserjet 4014N Ethernet workstation attached	CNDX105213	Hewlett Packard	4014N		Senatobia District Office	Senatobia	8A-5P Next Day	
22577	ML370 G4 Tower 3.8GHz 2GB RAM 2-73GB hard drives mirrored, 10/100 NIC. Netware 6.5	USE616NA06	Hewlett Packard	ML370		Senatobia District Office	Senatobia	8A-5P SAME DAY	
20531	Laserjet 4000 Ethernet	USMB138476	Hewlett Packard	4000	C4118A	Senatobia District Office	Senatobia	8A-5P Next Day	
23190	Laserjet 4250	CNRXJ91281	Hewlett	4250DTN		Senatobia District	Senatobia	8A-5P	

	Ethernet duplex envelope feeder Hi Cap Feeder		Packard			Office		Next Day	
21886	Laserjet 4200 Ethernet duplex envelope feeder Hi Cap Feeder	USGNP19261	Hewlett Packard	4200	Q2425A	Senatobia District Office	Senatobia	8A-5P Next Day	
21313	Business Inkjet 2230 Ethernet	MY26SF146B	Hewlett Packard	2230C	C8119A	ABC - Enforcement	Tupelo	8A-5P Next Day	
22221	Cisco 3560G 48 port Ethernet Switch	F0C0928U1Y8	Cisco		WS-C3560G-48TS	Tupelo District Office	Tupelo	8A-5P SAME DAY	
21917	Flatbed Scanner SCSI	606066	Fujitsu	FI4220C		Tupelo District Office	Tupelo	8A-5P Next Day	
22575	ML370 G4 Tower 3.8GHz 2GB RAM 2-73GB hard drives mirrored, 10/100 NIC. Netware 6.5	USE616NA00	Hewlett Packard	ML370		Tupelo District Office	Tupelo	8A-5P SAME DAY	
23270	Laserjet 4250 Ethernet duplex envelope feeder Hi Cap Feeder	JPRFH06512	Hewlett Packard	4250N		Tupelo District Office	Tupelo	8A-5P Next Day	
23330	Laserjet 4014N Ethernet workstation attached	CNDX301873	Hewlett Packard	4014N		Tupelo District Office	Tupelo	8A-5P Next Day	
21887	Laserjet 4200 Ethernet duplex envelope feeder Hi Cap Feeder	USGNP19265	Hewlett Packard	4200	Q2425A	Tupelo District Office	Tupelo	8A-5P Next Day	
22858	Laserjet 4250 Ethernet	CNGXJ42403	Hewlett Packard	4250N		Tupelo District Office	Tupelo	8A-5P Next Day	
23184	Laserjet 4250 Ethernet duplex	CNRXL79518	Hewlett Packard	4250DTN		Tupelo District Office	Tupelo	8A-5P Next Day	

	envelope feeder Hi Cap Feeder								
TOTAL COST FOR EQUIPMENT LISTED ABOVE									

SECTION IX REFERENCES

Please return the following Reference Forms, and if applicable, Subcontractor Reference Forms.

1. References

- 1.1 The Vendor must provide at least three (3) references consisting of Vendor accounts that the State may contact. Required information includes name, address, telephone number, and length of time the account has been a reference. Forms for providing reference information are included on the next page. The Vendor must make arrangements in advance with the account references so that they may be contacted at the Project team's convenience without further clearance or Vendor intercession. Failure to provide this information in the manner described may subject the Vendor's proposal to being rated unfavorably relative to these criteria or disqualified altogether at the State's sole discretion.
- 1.2 References should be based on the following profiles and be able to substantiate the following information from both management and technical viewpoints:
 - 1.2.1 The reference installation must be similar in function and size to the agency/institution for which this RFP is issued;
 - 1.2.2 The reference installation product/service must be configured similarly or identically to this RFP; and
 - 1.2.3 The reference installation must have been operational for at least twelve (12) months.
 - 1.2.4 Additional reference requirements:
 - 1.2.4.1 Preference will be given for Vendors that have 3 -5 years experience delivering equipment maintenance management services.

2. Subcontractors

The Vendor's proposal must identify any subcontractor that will be used and include the name of the company, telephone number, contact person, type of work subcontractor will perform, number of certified employees to perform said work, and three (3) references for whom the subcontractor has performed work that the State may contact. Forms for providing subcontractor information and references are included at the end of this section. The Vendor must note that the same requirements found in the References section apply to subcontractors.

REFERENCE FORM

Complete three (3) Reference Forms.

Contact Name:

Company Name:

Address:

Phone #:

E-Mail:

Project Start Date:

Project End Date:

Description of product/services/project, including start and end dates:

--

SUBCONTRACTOR REFERENCE FORM

Complete a separate form for each subcontractor proposed.

Contact Name:
Company name:
Address:
Phone #:
E-Mail:

Scope of services/products to be provided by subcontractor:

--

Complete three (3) Reference Forms for each Subcontractor.

Contact Name:
Company name:
Address:
Phone #:
E-Mail:
Description of product/services/project, including start and end dates:

--

**EXHIBIT A
STANDARD CONTRACT**

A properly executed contract is a requirement of this RFP. After an award has been made, it will be necessary for the awarded Vendor to execute a contract with ITS. The inclusion of this contract does not preclude ITS from, at its sole discretion, negotiating additional terms and conditions with the selected Vendor(s) specific to the projects covered by this RFP.

If Vendor cannot comply with any term or condition of this Standard Contract, Vendor must list and explain each specific exception on the *Proposal Exception Summary Form* included in Section V.

**PROJECT NUMBER 38439
MAINTENANCE AGREEMENT
BETWEEN
INSERT VENDOR NAME
AND
MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES
AS CONTRACTING AGENT FOR THE
MISSISSIPPI STATE TAX COMMISSION**

This Maintenance Agreement (hereinafter referred to as "Agreement") is entered into by and between INSERT VENDOR NAME, a INSERT STATE OF INCORPORATION corporation having its principal place of business at INSERT VENDOR ADDRESS (hereinafter referred to as "Contractor"), and Mississippi Department of Information Technology Services having its principal place of business at 301 North Lamar Street, Suite 508, Jackson, Mississippi 39201 (hereinafter referred to as "ITS"), as contracting agent for the Mississippi State Tax Commission located at 1577 Springridge Road, Raymond, Mississippi 39154 (hereinafter referred to as "Customer"). ITS and Customer are sometimes collectively referred to herein as "State."

WHEREAS, Customer pursuant to Request for Proposals ("RFP") No. 3623 requested proposals for the acquisition of maintenance services (hereinafter referred to as "Services") for the equipment listed in the attached Exhibit A (hereinafter referred to as "Products") which is incorporated herein by reference; and

WHEREAS, Contractor was the successful proposer in an open, fair and competitive procurement process to provide such Services;

NOW THEREFORE, in consideration of the mutual understandings, promises, and agreements set forth, the parties hereto agree as follows:

ARTICLE 1 PERIOD OF PERFORMANCE

1.1 Unless this Agreement is extended by mutual agreement or terminated as prescribed elsewhere herein, the period of performance of services under this Agreement shall begin on July 1, 2010, and continue until the close of business on June 30, 2013 (hereinafter referred to as "Initial Term"). At the end of the Initial Term, this Agreement may, upon the written agreement of the parties, be renewed for an additional term, the length of which will be agreed upon by the

parties. Under no circumstances, however, shall this Agreement be renewed beyond June 30, 2015. Sixty (60) days prior to the expiration of the Initial Term or any renewal term of this Agreement, Contractor shall notify Customer and ITS of the impending expiration and any inflation increase allowed for in this Agreement, and Customer shall have thirty (30) days in which to notify Contractor of its intention to either renew or cancel the Agreement.

1.2 This Agreement will become a binding obligation on the State only upon the issuance of a valid purchase order by the Customer, following contract execution and the issuance by ITS of the CP-1 Acquisition Approval Form.

ARTICLE 2 SCOPE OF SERVICES

Contractor agrees to provide all travel, labor, and material required to maintain the equipment listed in Exhibit A, which is attached hereto and incorporated herein. Further, Contractor warrants that it will provide services to the Customer as follows:

2.1 Contractor shall provide all preventive and remedial maintenance necessary to maintain the equipment listed in Exhibit A in good operating condition.

(NOTE TO VENDOR: THE SPECIFIC RESPONSE TIMES AND REPAIR TIMES, ETC. SET FORTH IN ARTICLES 2.2 AND 2.4 BELOW, WILL BE NEGOTIATED WITH AWARDED VENDOR)

2.2 Contractor shall respond by telephone within two (2) hours to requests for unscheduled remedial maintenance service, Monday through Friday, 8:00 A.M. to 5:00 P.M. (Central Time), and come on site with the necessary crash kit within four (4) hours from the point the call is made to service components deemed critical by Customer and within eight (8) hours from the point the call is made to service all other peripherals and related computer equipment. Should the Contractor fail to respond within such time, Contractor shall pay the Customer \$SPECIFY AMOUNT per hour for every hour of delay.

2.3 Contractor shall maintain in house the most frequently used supply replacement parts needed to service the equipment. Replacement parts will be new and not used or refurbished and will either be manufactured by and/or meet the minimum specifications established by the manufacturer of the equipment. Title to all replacement parts installed in the equipment will pass to the Customer at the time of replacement, and title to parts removed for replacement will, at the time of replacement, pass to the Contractor.

2.4 Contractor agrees to a maximum SPECIFY NUMBER (INSERT #) hour turnaround from the point the call is made on all repairs not requiring parts ordering and a maximum SPECIFY NUMBER (INSERT #) working days on all other repairs. If the repairs have not been made within these designated time frames, Contractor shall pay the Customer \$SPECIFY AMOUNT per hour for every hour of delay. If after two (2) days the item has not been repaired, a compatible loaner unit will be provided by Contractor at no cost to Customer.

2.5 Contractor agrees to provide preventive maintenance based on the specific needs of the equipment during normal business hours and at intervals specified in RFP No. 3623 and Contractor's Proposal as accepted by the State in response thereto. Preventive maintenance may

be performed concurrently with remedial maintenance activity. Contractor must record all activities related to preventive maintenance on a log to be retained on-site.

2.6 The parties understand and agree that Customer reserves the right to add other equipment to be maintained or to cancel maintenance on all or part of the equipment, as Customer deems necessary. Contractor shall issue a refund to Customer for any equipment that is removed from maintenance coverage.

2.7 The parties understand and agree that this Agreement does not cover the following: print heads (normal wear), batteries, ribbons, and all disposable parts; damage to equipment caused by Customer's abuse or neglect; damage caused by an act of God (flood, earthquake, lightning, etc.); loss due to fire or theft; cost of repair or maintenance of any kind which results from a breach of the terms of this Agreement by the Customer; neglect, misuse, alterations, or deviation from intended machine use; maintenance or repair of the machine performed by persons other than Contractor; or maintenance or removal of alterations or attachments.

2.8 Contractor shall reimburse Customer at a labor rate of \$35.00 per hour plus the cost of parts in the event Customer's in-house staff makes any repairs.

ARTICLE 3 CONSIDERATION AND METHOD OF PAYMENT

3.1 During the initial term of this Agreement, Customer shall pay Contractor INSERT AMOUNT quarterly for maintenance services. Contractor shall submit invoices quarterly with the appropriate documentation to Customer electronically during the term of this Agreement using the processes and procedures identified by the State. In no event will the total compensation to be paid hereunder for the Initial Term exceed the specified sum of INSERT AMOUNT, unless prior written authorization from ITS has been obtained. Customer agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," Section 31-7-301, et seq. of the 1972 Mississippi Code Annotated, as amended, which generally provides for payment of undisputed amounts by Customer within forty-five (45) days of receipt of the invoice. Contractor understands and agrees that Customer is exempt from the payment of taxes.

3.2 It is understood and agreed that the Contractor's pricing is guaranteed for the three (3) year Initial Term and the optional two (2) year renewal term. Customer shall submit payments to INSERT NAME AND ADDRESS OF VENDOR TO WHOM PAYMENTS ARE MADE. All payments should be made in United States currency. Payments by state agencies using the Statewide Automated Accounting System ("SAAS") shall be made and remittance information provided electronically as directed by the State. These payments by SAAS agencies shall be deposited into the bank account of the Contractor's choice.

ARTICLE 4 EMPLOYMENT STATUS

4.1 Contractor shall, during the entire term of this Agreement, be construed to be an independent contractor. Nothing in this Agreement is intended to nor shall it be construed to create an employer-employee relationship or a joint venture relationship.

4.2 Contractor represents that it is qualified to perform the duties to be performed under this Agreement and that it has or will secure, if needed, at its own expense, applicable personnel who shall be qualified to perform the duties required under this Agreement. Such personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of Customer. Contractor shall pay, when due, all salaries and wages of its employees, and it accepts exclusive responsibility for the payment of federal income tax, state income tax, social security, unemployment compensation, and any other withholdings that may be required. Neither Contractor nor employees of Contractor are entitled to state retirement or leave benefits.

4.3 It is further understood that the consideration expressed herein constitutes full and complete compensation for all services and performances hereunder and that any sum due and payable to Contractor shall be paid as a gross sum with no withholdings or deductions being made by Customer for any purpose from said contract sum.

ARTICLE 5 RECORD RETENTION AND ACCESS TO RECORDS

Contractor shall establish and maintain financial records, supporting documents, statistical records and such other records as may be necessary to reflect its performance of the provisions of this Agreement. The Customer, ITS, any state or federal agency authorized to audit Customer, and/or any of their duly authorized representatives, shall have unimpeded, prompt access to this Agreement and to any of the Contractor's proposals, books, documents, papers and/or records that are pertinent to this Agreement to make audits, copies, examinations, excerpts and transcriptions at the State's or Contractor's office as applicable where such records are kept during normal business hours. All records relating to this Agreement shall be retained by the Contractor for three (3) years from the date of receipt of final payment under this Agreement. However, if any litigation or other legal action, by or for the state or federal government has begun that is not completed at the end of the three (3) year period, or if an audit finding, litigation or other legal action has not been resolved at the end of the three (3) year period, the records shall be retained until resolution.

ARTICLE 6 MODIFICATION OR RENEGOTIATION

This Agreement may be modified only by written agreement signed by the parties hereto, and any attempt at oral modification shall be void and of no effect. The parties agree to renegotiate the Agreement if federal and/or state revisions of any applicable laws or regulations make changes in this Agreement necessary.

ARTICLE 7 AUTHORITY, ASSIGNMENT AND SUBCONTRACTS

7.1 In matters of proposals, negotiations, contracts, and resolution of issues and/or disputes, the parties agree that Contractor represents all contractors, third parties, and/or subcontractors Contractor has assembled for this project. The Customer is required to negotiate only with Contractor, as Contractor's commitments are binding on all proposed contractors, third parties, and subcontractors.

7.2 Neither party may assign or otherwise transfer this Agreement or its obligations hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld. Any attempted assignment or transfer of its obligations without such

consent shall be null and void. This Agreement shall be binding upon the parties' respective successors and assigns.

7.3 Contractor must obtain the written approval of Customer before subcontracting any portion of this Agreement. No such approval by Customer of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of Customer, in addition to the total fixed price agreed upon in this Agreement. All subcontracts shall incorporate the terms of this Agreement and shall be subject to the terms and conditions of this Agreement and to any conditions of approval that Customer may deem necessary.

7.4 Contractor represents and warrants that any subcontract agreement Contractor enters into shall contain a provision advising the subcontractor that the subcontractor shall have no lien and no legal right to assert control over any funds held by the Customer, that the subcontractor acknowledges that no privity of contract exists between the Customer and the subcontractor, and that the Contractor is solely liable for any and all payments which may be due to the subcontractor pursuant to its subcontract agreement with the Contractor. The Contractor shall indemnify and hold harmless the State from and against any and all claims, demands, liabilities, suits, actions, damages, losses, costs, and expenses of every kind and nature whatsoever arising as a result of Contractor's failure to pay any and all amounts due by Contractor to any subcontractor, materialman, laborer, or the like.

7.5 All subcontractors shall be bound by any negotiation, arbitration, appeal, adjudication, or settlement of any dispute between the Contractor and the Customer, where such dispute affects the subcontract.

ARTICLE 8 WAIVER

Failure of either party hereto to insist upon strict compliance with any of the terms, covenants, and conditions hereof shall not be deemed a waiver or relinquishment of any similar right or power hereunder at any subsequent time or of any other provision hereof, nor shall it be construed to be a modification of the terms of this Agreement. A waiver by the State, to be effective, must be in writing, must set out the specifics of what is being waived, and must be signed by an authorized representative of the State.

ARTICLE 9 AVAILABILITY OF FUNDS

It is expressly understood and agreed that the obligation of Customer to proceed under this Agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds for the performances required under this Agreement. If the funds anticipated for the fulfillment of this Agreement are not forthcoming or are insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds, or if there is a discontinuance or material alteration of the program under which funds were available to Customer for the payments or performance due under this Agreement, Customer shall have the right to immediately terminate this Agreement without damage, penalty, cost, or expense to Customer of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination. Customer shall have the sole right to determine whether funds are available for the payments or performances due under this Agreement.

ARTICLE 10 HOLD HARMLESS

To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate Customer, ITS and the State, its Board Members, officers, employees, agents, and representatives from and against any and all claims, demands, liabilities, suits, actions, damages, losses, costs, and expenses of every kind and nature whatsoever, including, without limitation, court costs, investigative fees and expenses, attorney fees, and claims for damages arising out of or caused by Contractor and/or its partners, principals, agents, employees, or subcontractors in the performance of or failure to perform this Agreement.

ARTICLE 11 INSURANCE

Contractor represents that it will maintain workers' compensation insurance as prescribed by law, which shall inure to the benefit of Contractor's personnel, as well as comprehensive general liability and employee fidelity bond insurance. Contractor will, upon request, furnish Customer with a certificate of conformity providing the aforesaid coverage.

ARTICLE 12 GOVERNING LAW

This Agreement shall be construed and governed in accordance with the laws of the State of Mississippi, and venue for the resolution of any dispute shall be Jackson, Hinds County, Mississippi. Contractor expressly agrees that under no circumstances shall Customer be obligated to pay an attorney's fee, prejudgment interest, or the cost of legal action to Contractor. Further, nothing in this Agreement shall affect any statutory rights Customer may have that cannot be waived or limited by contract.

ARTICLE 13 SEVERABILITY

If any term or provision of this Agreement is prohibited by the laws of the State of Mississippi or declared invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall be valid and enforceable to the fullest extent permitted by law, provided that the State's purpose for entering into this Agreement can be fully achieved by the remaining portions of the Agreement that have not been severed.

ARTICLE 14 DISPUTES

Any dispute concerning a question of fact under this Agreement, which is not disposed of by agreement of the Contractor and Customer, shall be decided by the Executive Director of ITS or his/her designee. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parties. Disagreement with such decision by either party shall not constitute a breach under the terms of this Agreement. Such disagreeing party shall be entitled to seek such other rights and remedies it may have at law or in equity.

ARTICLE 15 NON-SOLICITATION OF EMPLOYEES

Contractor agrees not to employ or to solicit for employment, directly or indirectly, any of the Customer's employees until at least one (1) year after the expiration/termination of this Agreement, unless mutually agreed to the contrary in writing by the Customer and the Contractor, and provided that such an agreement between these two entities is not a violation of the laws of the State of Mississippi or the federal government.

ARTICLE 16 COMPLIANCE WITH LAWS

Contractor shall comply with, and all activities under this Agreement shall be subject to, all Customer policies and procedures and all applicable federal, state, and local laws, regulations, policies, and procedures as now existing and as may be amended or modified. Specifically, but not limited to, Contractor shall not discriminate against any employee nor shall any party be subject to discrimination in the performance of this Agreement because of race, creed, color, sex, age, national origin, or disability.

ARTICLE 17 CONFLICT OF INTEREST

Contractor shall notify the Customer of any potential conflict of interest resulting from the representation of or service to other clients. If such conflict cannot be resolved to the Customer's satisfaction, the Customer reserves the right to terminate this Agreement.

ARTICLE 18 THIRD PARTY ACTION NOTIFICATION

Contractor shall notify Customer in writing within five (5) business days of Contractor filing bankruptcy, reorganization, liquidation or receivership proceedings or within five (5) business days of its receipt of notification of any action or suit being filed or any claim being made against Contractor or Customer by any entity that may result in litigation related in any way to this Agreement and/or which may affect the Contractor's performance under this Agreement. Failure of the Contractor to provide such written notice to Customer shall be considered a material breach of this Agreement and the Customer may, at its sole discretion, pursue its rights as set forth in the Termination Article herein and any other rights and remedies it may have at law or in equity.

ARTICLE 19 AUTHORITY TO CONTRACT

Contractor warrants that it is a validly organized business with valid authority to enter into this Agreement, that entry into and performance under this Agreement is not restricted or prohibited by any loan, security, financing, contractual, or other agreement of any kind, and notwithstanding any other provision of this Agreement to the contrary, that there are no existing legal proceedings, or prospective legal proceedings, either voluntary or otherwise, which may adversely affect its ability to perform its obligations under this Agreement.

ARTICLE 20 CONFIDENTIAL INFORMATION

20.1 Contractor shall treat all Customer data and information to which it has access by its performance under this Agreement as confidential and shall not disclose such data or information to a third party without specific written consent of Customer. In the event that Contractor receives notice that a third party requests divulgence of confidential or otherwise protected information and/or has served upon it a subpoena or other validly issued administrative or judicial process ordering divulgence of such information, Contractor shall promptly inform Customer and thereafter respond in conformity with such subpoena to the extent mandated by state and/or federal laws, rules, and regulations. This Article shall survive the termination or completion of this Agreement, shall continue in full force and effect, and shall be binding upon the Contractor and its agents, employees, successors, assigns, subcontractors, or any party or entity claiming an interest in this Agreement on behalf of or under the rights of the Contractor, following any termination or completion of this Agreement.

20.2 With the exception of any attached exhibits which are labeled as “confidential”, the parties understand and agree that this Agreement, including any amendments and/or change orders thereto, does not constitute confidential information, and may be reproduced and distributed by the State without notification to Contractor. ITS will provide third party notice to Contractor of any requests received by ITS for any such confidential exhibits so as to allow Contractor the opportunity to protect the information by court order as outlined in ITS Public Records Procedures.

ARTICLE 21 CAPTIONS

The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provision or Article in this Agreement.

ARTICLE 22 SPECIAL TERMS AND CONDITIONS

Services hereunder shall be performed by the Contractor in conformity with generally accepted standards for such services in the data-processing and information technology fields as a whole. Should the Contractor fail to perform any services hereunder in compliance with such standards, Contractor shall, at its sole expense, re-perform such services, provided Customer furnishes any media and data necessary for Contractor to re-perform such services.

ARTICLE 23 NOTICE

Any notice required or permitted to be given under this Agreement shall be in writing and personally delivered or sent by electronic means, provided that the original of such notice is sent by certified United States mail, postage prepaid, return receipt requested, or overnight courier with signed receipt, to the party to whom the notice should be given at their business address listed herein. ITS’ address for notice is: Mr. David L. Litchliter, Executive Director, Mississippi Department of Information Technology Services, 301 North Lamar Street, Suite 508, Jackson, Mississippi 39201. Customer’s address for notice is: Ms. Cindy Wood, Director, Mississippi State Tax Commission, 1577 Springridge Road, Raymond, Mississippi 39154. The Contractor’s address for notice is: INSERT VENDOR NOTICE INFORMATION. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

ARTICLE 24 WARRANTIES

Contractor makes the following warranties:

24.1 Contractor represents and warrants that it shall perform all work hereunder in a good and workmanlike manner.

24.2 Contractor represents and warrants that neither the replacement parts provided to Customer under this Agreement nor their use by Customer will violate, infringe, or constitute an infringement of any patent, copyright, trademark, servicemark, trade secret, or other proprietary right of any person or entity.

24.3 Contractor represents and warrants that it has and will obtain and pass through to Customer any and all warranties obtained or available from any manufacturer of the replacement parts supplied to Contractor for use by Customer.

24.4 Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act, Section 71-11-1, et seq. of the Mississippi Code Annotated (Supp2008), and will register and participate in the status verification system for all newly hired employees. The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance and, upon request of the State, to provide a copy of each such verification to the State. Contractor further represents and warrants that any person assigned to perform services hereunder meets the employment eligibility requirements of all immigration laws of the State of Mississippi. Contractor understands and agrees that any breach of these warranties may subject Contractor to the following: (a) termination of this Agreement and ineligibility for any state or public contract in Mississippi for up to three (3) years, with notice of such cancellation/termination being made public, or (b) the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year, or (c) both. In the event of such termination/cancellation, Contractor would also be liable for any additional costs incurred by the State due to contract cancellation or loss of license or permit.

24.5 Contractor represents and warrants that no official or employee of Customer or of ITS, and no other public official of the State of Mississippi who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the project shall, prior to the completion of said project, voluntarily acquire any personal interest, direct or indirect, in this Agreement. The Contractor warrants that it has removed any material conflict of interest prior to the signing of this Agreement, and that it shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its responsibilities under this Agreement. The Contractor also warrants that in the performance of this Agreement no person having any such known interests shall be employed.

24.6 The Contractor represents and warrants that no elected or appointed officer or other employee of the State of Mississippi, nor any member of or delegate to Congress has or shall benefit financially or materially from this Agreement. No individual employed by the State of Mississippi shall be admitted to any share or part of the Agreement or to any benefit that may arise therefrom. The State of Mississippi may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this Agreement if it is found, after notice and hearing by the ITS Executive Director or his/her designee, that gratuities in the form of entertainment, gifts, jobs, or otherwise were offered or given by the Contractor to any officer or employee of the State of Mississippi with a view toward securing this Agreement or securing favorable treatment with respect to the award, or amending or making of any determinations with respect to the performing of such contract, provided that the existence of the facts upon which the ITS Executive Director makes such findings shall be in issue and may be reviewed in any competent court. In the event this Agreement is terminated under this article, the State of Mississippi shall be entitled to pursue the same remedies against the Contractor as it would pursue in the event of a breach of contract by the Contractor, including punitive damages, in addition to any other

damages to which it may be entitled at law or in equity.

ARTICLE 25 SYSTEM CONFIGURATION

Contractor acknowledges that Customer will pursue continuous growth and enhancement of the existing systems operations. As such, Contractor agrees to fully support the integration of additional hardware and software provided by sources selected as lowest and best on future projects, in accordance with state law. Such upgrades would be subject to full compatibility with the baseline hardware and software technology comprising this system.

ARTICLE 26 TERMINATION

26.1 Customer has the option of canceling maintenance without the assessment of any penalties on all or part of the equipment upon a thirty (30) day notice to Contractor. Upon termination, Contractor shall refund any and all applicable unexpended prorated maintenance fees previously paid by Customer.

26.2 Notwithstanding the above, Contractor shall not be relieved of liability to Customer for damages sustained by Customer by virtue of breach of this Agreement by Contractor, and Customer may withhold any payments to Contractor for the purpose of set off until such time as the exact amount of damages due to Customer from Contractor is determined. Customer shall also have the right to pursue all remedies in law or in equity that may be available to it for damages incurred.

ARTICLE 27 EFFECT OF SIGNATURE

Each person signing this Agreement represents that he or she has read the Agreement in its entirety, understands its terms, is duly authorized to execute this Agreement on behalf of the parties, and agrees to be bound by the terms contained herein. Accordingly, this Agreement shall not be construed or interpreted in favor of or against the State or the Contractor on the basis of draftsmanship or preparation hereof.

ARTICLE 28 SOVEREIGN IMMUNITY

By entering into this Agreement with Contractor, the State of Mississippi does in no way waive its sovereign immunities or defenses as provided by law.

ARTICLE 29 ENTIRE AGREEMENT

29.1 This Contract constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes and replaces any and all prior negotiations, understandings, and agreements, written or oral, between the parties relating thereto. The RFP No. 3623 and Contractor's Proposal in response to RFP No. 3623 are hereby incorporated into and made a part of this Contract.

29.2 The Contract made by and between the parties hereto shall consist of and precedence is hereby established by the order of the following:

- A. This Agreement signed by the parties hereto;
- B. Any exhibits attached to this Agreement;
- C. RFP No. 3623 and written addenda; and

D. Contractor's Proposal, as accepted by Customer, in response to RFP No. 3623.

29.3 The intent of the above listed documents is to include all items necessary for the proper execution and completion of the services by the Contractor. The documents are complementary, and what is required by one shall be binding as if required by all. A higher order document shall supersede a lower order document to the extent necessary to resolve any conflict or inconsistency arising under the various provisions thereof, provided, however, that in the event an issue is addressed in one of the above mentioned documents, but is not addressed in another of such documents, no conflict or inconsistency shall be deemed to occur by reason thereof. The documents listed above are shown in descending order of priority, that is, the highest document begins with the first listed document ("A. This Agreement") and the lowest document is listed last ("D. Contractor's Proposal").

ARTICLE 30 SURVIVAL

Articles 5, 10, 12, 15, 20, 28, and all other articles, which by their express terms so survive or which should so reasonably survive, shall survive any termination or expiration of this Agreement.

ARTICLE 31 DEBARMENT AND SUSPENSION CERTIFICATION

Contractor certifies that neither it nor its principals: (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have, within a three (3) year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted of or otherwise criminally or civilly charged by a governmental entity with the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and (d) have, within a three (3) year period preceding this Agreement, had one or more public transactions (federal, state, or local) terminated for cause or default.

ARTICLE 32 NETWORK SECURITY

Contractor and Customer understand and agree that the State of Mississippi's Enterprise Security Policy mandates that all remote access to and/or from the State network must be accomplished via a Virtual Private Network (VPN). If remote access is required at any time during the life of this Agreement, Contractor and Customer agree to implement/maintain a VPN for this connectivity. This required VPN must be IPsec-capable (ESP tunnel mode) and will terminate on a Cisco VPN-capable device (e.g. VPN concentrator, PIX firewall, etc.) on the State's premises. Contractor agrees that it must, at its expense, implement/maintain a compatible hardware/software solution to terminate the specified VPN on the Contractor's premises. The parties further understand and agree that the State protocol standard and architecture is based on industry-standard security protocols and manufacturer engaged at the time of contract execution.

The State reserves the right to introduce a new protocol and architecture standard and to require the Contractor to comply with same in the event the industry introduces a more secure, robust protocol to replace IPSec/ESP and/or there is a change in the manufacturer engaged.

ARTICLE 33 STATUTORY AUTHORITY

By virtue of Section 25-53-21 of the Mississippi Code Annotated, as amended, the Executive Director of ITS is the purchasing and contracting agent for the State of Mississippi in the negotiation and execution of all contracts for the acquisition of information technology equipment, software, and services. The parties understand and agree that ITS, as contracting agent, is not responsible or liable for the performance or non-performance of any of Customer's or Contractor's contractual obligations, financial or otherwise, contained within this Agreement.

ARTICLE 34 BEHAVIOR OF EMPLOYEES/SUBCONTRACTORS

Contractor will be responsible for the behavior of all its employees and subcontractors while on the premises of any Customer location. Any employee or subcontractor acting in a manner determined by the administration of that location to be detrimental, abusive, or offensive to any of the staff will be asked to leave the premises and may be suspended from further work on the premises. All Contractor employees and subcontractors who will be working at such locations to install or repair Products shall be covered by Contractor's comprehensive general liability insurance policy.

For the faithful performance of the terms of this Agreement, the parties hereto have caused this Agreement to be executed by their undersigned authorized representatives.

**State of Mississippi, Department of
Information Technology Services, on
behalf of Mississippi State Tax
Commission**

INSERT VENDOR NAME

By: _____
Authorized Signature

Printed Name: David L. Litchliter

Title: Executive Director

Date: _____

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

Mississippi State Tax Commission

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

EXHIBIT A